



POSITION DESCRIPTION FORM INSTRUCTIONS WSC PROGRAMS

Complete a position description for each specific AmeriCorps position using the Position Description Form that applies to the position's focus area. Use the "Applicant Determined" form if the position's focus area is Youth Opportunity or Veterans & Military Families.

The position description is a document that pairs with the Member Service Agreement, Data Collection Strategy and Performance Measurement Plan for each site. Members will use these forms throughout the program year. These are dynamic tools, critical in keeping the organization, member, and WSC staff clear about the AmeriCorps member(s) duties, place of service and specific time schedule. Each fillable section of the position description must be completed with specific details.

AmeriCorps members are not employees; use language appropriate for a service member position.

- Use "serve" instead of "work" and "position" instead of "job." Additionally, refrain from using language such as "other duties as assigned."
- The duties and responsibilities listed in the position description must be allowable (review [prohibited activities](#)) and align with the member activities listed in your project.
- Member(s) duties may not change during the service year without prior approval of the WSC Site and Member Services (SMS) Coordinator.

The following instructions explain how to complete sections in the form. The information you enter must be consistent with the information provided in your Request for Application (RFA).

- **Member Name:** Use the member's legal first and last name. In addition, you can include a preferred name in parentheses.
- **Member Position Title:** Be sure to use an accurate title that is service related and not the title of a staff person. Do not use "assistant", "manager", "supervisor", etc. Good options for a title are "coordinator", "educator", or "specialist".
- **Sponsor Organization:** List the name of the organization that signed the WSC Member Placement Contract.
- **Member Service Site:** List the name of the organization where the member will be physically serving the majority of their service hours.
- **Site Staff:** The "Primary Project Site Staff" person is the person responsible for providing oversight to the AmeriCorps member and the execution of the project. The "Secondary Project Site Staff" will provide oversight in the absence of the Primary Project Site Staff.
- **AmeriCorps Program and Project Description:** Write a 1-2 sentence summary of the project's general purpose.
- **Member Key Essential Functions of the Position:**
 - **Position Description:** In 1-2 sentences, describe the meaningful and specific activities the member will perform and how the member's position will add value to the community.

Responsibilities and Related Tasks*:

Outline the daily duties of the WSC member, i.e. tutoring, mentoring, volunteer recruitment, etc. List 5-8 essential duties in descending order of importance that describe the member’s service position.

Required or Desired Qualifications*: List any qualifications the member should possess to be successful in the position. Identify skills, interests, methods, and tools member will need or use to complete the service. Members provide direct service to address unmet needs; they are disallowed from performing administrative duties that support general organizational goals.

**Remember to use language such as “serve” instead of work and “position” instead of job, additionally, refrain from using language such as “other duties as assigned”*

Performance Measure Expected Output(s) and Outcome(s):

- Washington Service Corps: Prefilled; do not alter.
- Washington Reading Corps: Complete each item in the table.

Site Anticipated Extended School Literacy Activities (WRC only): Mark ‘X’ in the ‘Yes’ or ‘Possibly’ columns for any literacy programs the position may develop or participate in, and include program title.

Location and Hours of Service: Complete the table. Include the usual start and end time, the expected location of service and its **physical address**, and the typical number of hours each day. The service **hours must total 40 hours a week**. Any changes to this section during the term of service will require an amended position description form submitted to WSC. Remember that reportable hours **do not** include meal breaks, and members are required to take a minimum of a 30-minute lunch break each day that they serve 5 hours or more.

Follow the example below:

Week Day	Start Time	Length of Meal Break	End Time	Name of service location	Physical Address	Hours per day*
Monday	9am	60 min	6pm	Hoover Elementary	2010 Main St., Shelton, WA 98584	8

Required Member Training: Under “At Site Training”, list two site-specific trainings that your organization will provide the AmeriCorps member that is related to the member’s service duties. This does not include orientation to the service position or the organization.

Required WSC Reporting: Prefilled by Washington Service Corps. Do not alter.

Service Conditions: Describe the service conditions (e.g. environmental, service site, contact with others). Identify the degree of physical, mental, and intellectual demands of the position. List the types of tools, equipment, and aids that are used in the position.

WSC Website and Resources: Prefilled by Washington Service Corps. Do not alter.

Meet with member, review and sign before term of service begins.

Send to your WSC Coordinator as part of member enrollment process.