



## Position Description Form WSC Programs

Member Name (First Last)	Member Position Title
Sponsoring Organization	Member Service Site
Primary Project Site Staff Name	Primary Project Site Staff Phone Number
Primary Project Site Staff Title	Primary Project Site Staff E-Mail Address
Secondary Project Site Staff Name	Secondary Project Site Staff Phone Number
Secondary Project Site Staff Title	Secondary Project Site Staff E-Mail Address

Washington Service Corps programs adhere to the following guidance for the creation of all member position descriptions.

- Activities are within the scope of the approved grant application.
- None of the activities constitute or could be perceived as a prohibited activity. [45 CFR 2520.65](#)
- Activities DO NOT supplant state or local funds, DO NOT duplicate an activity that is already available in the locality of a program, and DO NOT displace employee or volunteer positions. [45 CFR 2540.100](#)
- Fundraising activities, if present, meet requirements. [45 CFR 2520.40](#) - [.45](#)
- Support a [diverse and inclusive](#) National Service Network.

1. AmeriCorps Program and Project Description:  
Washington Service Corps (WSC) members will:

\*This position requires you to serve a minimum of service hours – **and** – successful completion up to your term of service end date.

- Complete national service program requirements including: reporting, trainings, and community service projects based around National Days of Service. (Refer to Member Service Agreement or [Washingtonservicecorps.org](http://Washingtonservicecorps.org) for details.)
- Enhance or create community volunteer recruitment systems, develop or expand existing volunteer recognition program.

**2 sentence max for additional Project Description (max 500 characters incl. spaces):**  
*\*Note: 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”.*

2. Member Key Essential Functions of the Position:

- *Routinely refer to Member Service Agreement requirements*
- *Routinely refer to Performance Plan and Data Collection Strategy*
- *Be familiar with site logic model and theory of change documents*
- *Correspond regularly with site staff and WSC Coordinator*
- *Ability to serve at project site location and time specified in this position description*
- *Volunteer recruitment and support of community volunteers*

**Position Description (max 400 characters including spaces):**

**Responsibilities and Related Tasks (max 1,000 characters including spaces):**

**Required or Desired Qualifications** (max 250 characters including spaces):

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

4. Location and Hours of Service:

<i>Week Day</i>	<i>Start Time</i>	<i>Length of Meal Break</i>	<i>End Time</i>	<i>Name of service location</i>	<i>Physical address</i>	<i>Hours per day*</i>
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>If member is expected to serve routinely on weekend days (Saturday/Sunday), enter hours here:</b>						
Saturday						
Sunday						
Total Hours for the Week:						

\* Not including meal breaks

**NOTE: May require occasional evening or weekend service outside of scheduled hours. Length of meal break must be a minimum of 30 minutes and tracked on daily entry of service hours.**

5. Required Member Training:

**Training Tuesdays E-Learning**

Completion of the following core training competencies:  
 AmeriCorps Affiliation and Program Orientation;  
 Cultural Awareness;  
 Volunteer Recruitment and Management;  
 Effective Communication;  
 Leadership Skills;  
 Performance Measurement;  
 Teambuilding (Teams only);  
 Life After AmeriCorps.

**In-Person Training**

Participation in day-long/multi-day WSC-sponsored regional training.

**At Site Training**

Sites are responsible for providing 2 service related trainings during the term in addition to the WSC-provided e-learning and in-person trainings.

6. Required WSC Reporting:

<b>Document:</b>	<b>Frequency:</b>
Timesheets	Semi-Monthly
Member Evaluations	2 x yearly
Stories of service with pictures of service;	December 15, 2020 March 15, 2021 June 15, 2021
Quarterly Reporting (submitted in collaboration with site staff)	December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021

7. Service Conditions:

WSC requires sites to provide basic supplies and resources for members to effectively reach service goals in a productive and safe way.

Each focus area has individual service conditions, IE: environmental, education, healthy futures, etc. *Additional information provided by site pertaining to service conditions, IE: standing time, lifting requirements, indoor/outdoor expectations, etc:*  
(max 250 characters including spaces)

8. WSC Website and Resources

Members will refer to and follow guidance on WSC website, specifically the Member Resource and Training Hub pages, and calendar.

I have reviewed and understand/accept the above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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**Member** Signature

Date  
mm/dd/yyyy

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**Primary Project Site Staff** Signature

Date  
mm/dd/yyyy