



## Position Description Form WSC Programs

Member Name (First Last)	Digital Literacy Resource Navigator 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.
- Support minimal capacity building with service activities approved by WSC.

- The AmeriCorps position will provide resources, facilitate beneficiaries' use of a variety of technology including computers, software and internet resources. This will provide knowledge and increased understanding of the impact of technology as support to under-resourced community members to achieve their professional development goals. The program goal is to teach workshops at WorkSource offices, libraries and other public meeting locations to members of the public interested in developing their skills in digital mediums (computer basics, internet, social media and basic technical skills in order to navigate in a digital world). Members will engage local community members to increase entrepreneurship skills through workshops around current activities in social media and tactics to improve their footprint. They will provide information about use of technology, development through digital literacy, social media strategies and WorkSource services, and recommend next steps for the entrepreneur to support their goals. Members will focus on providing information and resources to a diverse population to ensure that the marginalized populations such as older adults, lower socio-economic status individuals and race minority populations are able to use technology to make the connections they want to improve access and interest in the digital impact on their lives.

**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:**

- Provide individual and group assistance on: website resources; defining digital language and opportunities to break down digital barriers.
- Conduct outreach to community members and program participants.

- Develop and deliver a resource list to program participants to enhance access to resources. Make the connection to digital learning that is already in place and determine where to enhance those opportunities.
- Develop connections in the communities served in, in order to cultivate resources for program participants and to meet the goals of the project.
- Collaborate with other agencies, non-profits, schools and community members to build a network of services for the community and the project.
- Participate in the development and delivery of workshops that promote digital learning.
- Coordinate services with the team and other service providers in support of program participants.
- Build an understanding of digital curriculum such as Microsoft, TEALs and other resources for students and adults to help them better understand the digital landscape.
- Provide courses on demand in resources to build competency in coding and other areas of digital media.
- Provide minimal technology support inside the WorkSource office to customers (if applicable). Not to exceed 25% of member time.
- Track and report performance outcomes quarterly to WSC.
- Support office social media efforts, to reach a broader audience and increase customer interaction.
- Provide job search skill training and additional skill development services that may include how to navigate a variety of job search websites.
- Participate in agency meetings regarding social media to be current with ESD's social media requirements (if applicable).

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

- Ability to present information to both small and large groups in a public setting.
- Ability to serve at project site location and time specified in this position description.
- Have a valid driver's license and the ability to drive to remote locations from their central office hub.

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

Members will provide job readiness training and services, to include individualized and group support for career search, employment soft skills, and employment-focused technical and digital literacy skills. These supports may include helping participants use computers and the internet to create a resume, search for and apply for jobs. Each participant will receive a minimum of two 60-minute training sessions during the program year.

4. Location and Hours of Service:

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

\* 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:

**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;

Life After AmeriCorps;

Northstar Digital Literacy.

**In Person or Online Training**

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

**Site Training**

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

6. Required WSC Reporting:

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

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.*

This position serves a majority of the time in community settings; community based operations, employers and underserved population. There will be 25% of the time in resource room or training lab setting. Workstation will be located in a WorkSource Center, library, community-based organization or college. This position may require long periods of standing while interacting with customers.

8. WSC Website and Resources

Members will refer to and follow guidance on WSC website, specifically the Member Resources page, 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.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date  
mm/dd/yyyy

\_\_\_\_\_  
Primary Project Site Staff  
Signature

\_\_\_\_\_  
Date  
mm/dd/yyyy