



Position Description Form WRC Education Projects

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 Reading Corps (WRC) 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 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 WRC.

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

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

As part of the Education focus area:

- a) AmeriCorps Members will provide literacy tutoring and other literacy skills-building activities to low-income and/or English Learner K-4 students utilizing WRC’s Reading Power tutoring program for at least 20 minutes per session for a minimum of 36 sessions over 6-12 weeks. At least 70% of those who complete the program will demonstrate an improvement in academic growth. WRC recommends that at least 10 students are tutored by the member.

AND/OR

- b) AmeriCorps Members will provide academic improvement and/or engagement/social-emotional skill-building activities to low-income and/or English Learner students. Intervention will be selected by the service site and provided by the member as recommended by the intervention model (or at least six 30-minute sessions, whichever is greater). See PM plan.

AND/OR

- c) Applicant-determined Performance Measure as designed by site (see PM plan).

4. Site Anticipated Extended School Tutoring and Engagement Activities:

(Members may be asked to develop and/or participate in literacy activities at your site. “X” all that apply.)

Activity	Program Title	Yes	No	Possibly?
Before School Program				
After School Program				
Lunchtime Program				
Winter Break Program				
Mid-Winter Break Program				
Spring Break Program				
Summer Break Program				
Recess Program				

5. Location and Hours of Service:

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

6. 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;

Other E-learning trainings as required.

In-Person or Online Training

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

Reading Power (if applicable)

Site Training

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

7. Required WRC 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

8. Service Conditions:

WRC 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.*

9. WSC/WRC Website and Resources

Members will refer to and follow guidance on WSC/WRC 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/yy

Primary Project Site Staff Signature

Date
mm/dd/yy