



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 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.

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”

- *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*

Responsibilities and Related Tasks:

[illegible]

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

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

As a part of the Healthy Futures focus area:

- a) AmeriCorps Members will provide health education or nutrition education to individuals to increase healthy behaviors. Education activities will consist of at least one 60-minute training session. All information and activities will be tailored to the populations being served.

AND/OR

- b) Secondary Performance Measures as designed by site (see PM plan).

4. Location and Hours of Service:

<i>Day of Week</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						
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.

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;

Other E-learning trainings as required.

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.*

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/yy

Primary Project Site Staff Signature

Date
mm/dd/yy