



# NEW YORK STATE AMERICORPS MEMBER POSITION DESCRIPTION TEMPLATE GUIDANCE

The New York State Office of National & Community Service has developed an AmeriCorps Member Position Description Template that must be used by all AmeriCorps\*State grantees beginning in 2011. The guidance below should be used when completing the New York State AmeriCorps Member Position Description Template for each unique member position in your program.

**Do not eliminate, alter, or leave blank any of the categories below when completing each Member Position Description Template.** We strongly encourage all AmeriCorps Project Directors to be thoughtful and inclusive in their development of each Member Position Description. Comprehensive Member Position descriptions will help your program and your members remain compliant with all AmeriCorps Regulations, and define member service activities to achieve your Performance Measure Targets.

Each Member Position Description must be submitted to your AmeriCorps Program Administrator at the State Commission Office. Each Position Description will be reviewed and returned to you for revisions if any sections are left blank or the quality of the document is not acceptable.

AmeriCorps Project Directors must review the list of AmeriCorps Member Prohibited Activities and should have a copy on hand when developing each Member Position Description to confirm that all service activities and member responsibilities are allowable. Please direct any questions you may have in this subject to your AmeriCorps Program Administrator at the State Commission Office at 518-473-8882.

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## **Member Position / Title:**

A specific, descriptive title that gives the participant a sense of identity and helps salaried staff and other volunteers understand the role.

## **# of individual members (Not MSY) serving in this Position:**

Insert the total number of Member slots (Not MSY) that will serve in the capacity described by this Member Position Description.

## **Member Immediate Supervisor Name:**

List name, title, and contact information.

## **Position Start Date:**

The date(s) individual members will begin serving in this role. If members serving in this role will begin at different times during the project year, insert multiple dates.

## **Member Immediate Supervisor Title:**

List the title of the Immediate Site Supervisor for the member in this Position Description.



**Position End Date:**

Enter the exact end date for the member's term of service if it is known, or enter the projected completion date if the exact date cannot be determined at this time.

**Days / Hours of Service:**

Include the days of the week and hours that it is expected the member will serve most commonly while in this position. (i.e.: *Mon. – Fri. 8:30 am – 5:00 pm*). You should be as specific as possible when defining the days and hours of service for each Member Position Description.

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**Host Site Agency Name & Complete Address of Host Site Location(s):**

Insert the name(s) and physical location(s) of the Host Site(s) where each member with this Position Description will serve. If a single member with this Position Description will serve at more than one Host Site, please list the formal name and complete address of each location where the member will serve and indicate which location is the Primary Host Site.

If more than one member will serve in this Member Position Description you must indicate this in the “# of individual members (Not MSY) serving in this Position” field on the Member Position Description Template. For each Host Site where a member with this Position Description is placed, you must list the name of each Host Site Agency and complete address on the Member Position Description.

**Organization/Agency Mission and/or Goals:**

Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the Host Site Organization or Agency where the member is serving. (i.e.: *If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.*)

**Program Mission and/or Goals:**

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the specific program that the member's service will support. (i.e.: *If the Agency where the member is serving is the American Red Cross, and the member's service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the American Red Cross.*)

**Community Need:**

Thoroughly define in specific quantitative and qualitative terms the community need that has been identified and will be addressed as a result of the AmeriCorps member's service. Provide statistical data to demonstrate the need, what National Focus Areas are represented, what population or entity will be served by this member, and other information that clearly and concisely demonstrates a strong community need that require AmeriCorps resources.

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**Member Position Summary:**

Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.



**Necessary Training or Training Plan to be implemented prior to Member Placement:**

Include a description of all training that a member must have received in order to successfully complete his/her service in the Position Description. If training will be provided by the Grantee Agency and/or Host Site Agency, you should include a brief description of that training in this section.

**Member Impact:**

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member's service so that he/she will be aware of the importance of their service.

- What are the particular contributions of the position toward the accomplishment of the overall AmeriCorps Program's Performance Measures and objectives of the organization?
- What are the measurable short- and long-term goals that should be achieved by the member during their service term that the member can be evaluated on?

**Essential Functions of Position:**

List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section.

- Identify only the tasks essential to the position. Focus on results, not process.
- List as many activities as necessary which constitute the position.
- Confirm that each activity is necessary.
- What is the relationship between each task? Is there a specific sequence the tasks must follow?
- Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc?

**Required Knowledge, Skills, and Abilities:**

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

**Required Academic and Experience Qualifications:**

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

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**Is the Host Site Agency Name a reassignment from an earlier site placement?**

Please check "Yes" or "No" in response to this question for each Member Position Description.

Check "Yes" if the member serving in this position has been transferred from a previous Host Site and/or was serving in different role with a unique Member Position Description.

If "Yes" is checked, please indicate where the member was previously serving (include Host Site Agency Name and Address) as well as an explanation why the member was reassigned from a prior Host Site. If a member was previously serving in a different role with a unique Member Position Description, please indicate the title of the Member Position Description in which the member was previously serving as well as an explanation why the member was reassigned from his/her original service role.

