

PMSC AmeriCorps Member Position Description

Name and Signature of each staff member authorized to sign a timesheet:

Print Name	Signature
1.	
2.	
3.	

Member's Service Location: _____

Member's Service Period: Start Date _____ End Date _____

Position Description: (brief bullet points are preferred, attachment only if necessary)

*If this is a tutoring position, describe how you will train the individual

*Members do not serve the staff of organizations; they serve the community through direct, visible, and measurable service to individuals, a family or group.

***Members in schools are specifically to tutor, mentor, establish service learning activities, or for after school programming included in approved position description. Members SHOULD NOT be used as a bus aid, cafeteria aid, gain hours coaching a sport, or for other extracurricular activities that are a normal function without AmeriCorps like school plays, to maintain a classroom in the absence of regular staff, or to work from home.**

*** Please note that for all tutoring positions, the candidate must possess a minimum of a two-year college degree or your organization is responsible for administering a proficiency test in the appropriate subject(s) to your candidate. Proof of college diploma or results of the testing must be on file with the PMSC within 30 days of the start of the program year.**

*Service positions should not include clerical work, menial tasks, staff training, administration, research, or other incidental support activities, **unless** such activities clearly support the direct service objectives, and the time spent on these activities are not the member's primary responsibility.

*Members may not raise funds for the cash-match or for general operating expenses. Fundraising is limited to 10% of a member's time.

*Members may not write grants to obtain AmeriCorps or CNCS funding, or for funding provided by any other federal agencies.

*Service should result in a specific, identifiable community service or improvement that otherwise would not have been made without the position.

The PMSC staff will obtain the member's signature and provide the member with a copy of this form.

AmeriCorps Member

I verify that I have reviewed, understand, and have received a copy of my position description.

AmeriCorps Member Signature

Date