PMSC AmeriCorps Member Position Information

Organization's Name: _____ Phone:_____

Primary Supervisor's **Signature**: _____

Signature of each staff member permitted to sign a timesheet in the absence of the primary supervisor:

1._____4._____

2._____5._____

3._____6._____

Member's Service Location:_____

Position Description: (Indicate attachments as necessary, bullets points preferred)

Specific Duties:

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

*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 with existing funds.

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.

_____ _____

Signature Date