

# Position Description Workshop

# Prohibited and Unallowable Activities

- Displacement
  - CANNOT displace an employee or volunteer, including partial displacement such as reduction in hours, wages, work, or employment benefits
- Duplication
  - CANNOT duplicate an activity your organization is already providing or another staff member is currently working on
- Policy/Advocacy
  - CANNOT participate in activities in an effort to influence legislation (memos/meetings to increase funding, organizing or engaging in protests, etc.)
- Voter Registration
  - CANNOT participate in activities in an effort to register people to vote.
- Religion
  - CANNOT provide benefits that can only be accessed by a specific religious group
- Abortion
  - CANNOT provide services or referrals for services
- Fundraising
  - CANNOT do general fundraising or exceed 10% of total service time (includes in-kind)

# Position Description Template

- Supervisor Name and Email
  - This information will only be used internally and will be removed before posting PD on website
- Position Title:
  - Is your position title attention grabbing?
  - Is it related to work the AmeriCorps member will be doing?
- Project Need:
  - What is the need your proposed project is addressing? (community and organization)
  - Why is it important to address this need?
  - How will addressing this need impact the community?
  - How does this project fit into larger organizational goals and mission
- Project Expectations & Goals
  - What are the goals and outcomes of this project?
  - Why is an AmeriCorps member the best way to meet those project goals?

# Position Description Template

- Position Summary
  - How will the AmeriCorps member meet the goals of the project?
  - What work will they do to help address the project need?
- Detailed Tasks
  - What day-to-day activities will the member do?
  - Be specific using appropriate qualifiers for the tasks (who, what where, why, how)
  - Use worksheet to list tasks (**AT LEAST 10% direct service**)
  - Should not be administrative duties
- Preferred skills
  - This is not a typical “job”
  - Skills should be things that are entry level and can be improved upon throughout the service term

# Tips for Completing Your Position Description

- Focus on specific project AmeriCorps member will be working on when completing each section
- Be specific using proper qualifiers
- Keep in mind position descriptions will be posted on website and social media, make them **promotable!**
- Be clear and specific about the community need your project is addressing
- Show why the project would benefit from an AmeriCorps member

# Tips for Completing Your Position Description

- Make the project sustainable for the entire service term
- Outline clear goals for the project
- Be clear about day-to-day tasks and assignments
- Double check spelling and grammar
- Remember 10% direct service requirement
- Use “AmeriCorps member” or “member” **NOT** “intern,” “fellow,” etc.
- Avoid agency/organization jargon (i.e. MAP, ACS, PD, etc.)
- **NO** Prohibited or Unallowable Activities