

Position Description Tip Sheet

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

