

Maryland 2017 AmeriCorps State Grant Application

Sample AmeriCorps Member Position Description

PROGRAM OVERVIEW

The AmeriCorps Response Unit engages military veterans of all ages in AmeriCorps national service positions, funded in part by the Corporation for National and Community Service (CNCS) and the Governor's Office on Service and Volunteerism (GOSV). By employing the veterans' skills, knowledge, and unique experience, the program goals are to mobilize AmeriCorps members as a trained and organized force in disaster response and recovery and to educate citizens in disaster preparedness.

POSITION OVERVIEW

AmeriCorps members will serve as Disaster Services Specialists in a unit of 20 members housed at the Kent County Department of Emergency Preparedness. All AmeriCorps member activities will focus on disaster preparation and response. The unit will be housed in Chestertown, and program activities will focus on the Eastern Shore (mid/upper region). The unit may be deployed to other regions of Maryland as needed. If this occurs, travel, lodging, and meals will be provided by the program.

SCOPE

This is a 46 week, full-time (40 hours/week) position as a member of the AmeriCorps Response Unit managed by the Kent County Department of Emergency Preparedness (KCDEP). The AmeriCorps service term will begin on August 21, 2017 and conclude on July 20, 2018; AmeriCorps members are expected to complete 1,700 hours of service during the term. In times of response, members may need to serve more than 40 hours/week. If this occurs, their schedules will be adjusted in future service periods to balance out the service term.

BENEFITS FOR FULL-TIME MEMBERS

- Paid health insurance (if not already covered)
- Child care allowance, if eligible
- Bi-weekly pre-tax living allowance of \$526 (not to exceed \$12,100 total)
- Upon successful completion of the program, an education award of \$5,815
- Opportunity for qualified student loan deferment
- Valuable professional and networking opportunities
- Certification in Search and Rescue; First Responder; Swift Water Rescue; Community Emergency Response Team (CERT) Basic Training; and CERT Animal Response
- Making a difference in a local community and the opportunity to continue one's service to his/her country

ENROLLMENT REQUIREMENTS

To serve in the KCDEP AmeriCorps Response Unit, an individual must be at least 18 years of age; have a high school diploma or GED; be a U.S. citizen or permanent resident alien; pass a three-part national service criminal history check of the national sex-offender registry, state repository check (Maryland and state of residence), and FBI fingerprint check; be honorably discharged from the military, currently serving in the National Guard, or a member of the military reserve; and complete all pre-service orientation and training requirements.

Documentation of age, education, military status, and citizenship are due on the first day of orientation. Criminal history checks will be initiated before the start of service; an individual will

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be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in all training, service projects, and other activities required by KCDEP or the AmeriCorps Response Unit
- Lead educational workshops in a variety of settings and locations to inform citizens about disaster preparedness
- Perform direct service in preparation for, and in response to, events of disaster; be ready to act as a team leader and role model for community volunteers
- Maintain accurate records of services provided; collect data and report accomplishments in progress reports to the AmeriCorps Response Unit staff as requested
- Serve as an ambassador for AmeriCorps service, Kent County, and the military/veteran community
- Work with vulnerable populations (children, persons age 60 or older, or individuals with disabilities) or animals as needed
- Note: the AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals

SKILLS AND ATTITUDES NECESSARY

- Comfortable with taking initiative, solving problems, and working on a team
- Positive attitude and passion for mentoring and encouraging others
- Adept at working with youth and adults from all walks of life
- Effective verbal and written communication skills
- Committed to the concepts of national service, helping others, and making a difference in the community
- Familiar with basic computer operations: email, word-processing, spreadsheets, and basic graphics
- Access to reliable transportation to and from program location, AmeriCorps trainings, events, and service-related activities (most service and training locations will not have access to public transportation)
- Able to be deployed for up to three months throughout Maryland to respond to natural or man-made disasters
- Able to engage in physically demanding service as necessary (e.g. lift bags of sand, move cots or boxes of MREs, help evacuate citizens or animals)

AMERICORPS PROHIBITED ACTIVITIES

AmeriCorps is funded by the federal Corporation for National and Community Service; as such, the program and its members are governed by federal regulations and guidelines. AmeriCorps program staff, AmeriCorps members, and the volunteers they recruit or manage may not engage in the prohibited activities below directly or indirectly on AmeriCorps time:

- Attempting to influence legislation at any level;
- Organizing or engaging in protests, petitions, boycotts, or strikes;

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- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to any of the following:
 - A business organized for profit,
 - A labor union,
 - A partisan political organization,
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative,
 - An organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; or
- Such other activities as the CNCS or GOSV may prohibit.

Individuals may exercise their rights as private citizens and may participate in these activities on their own initiative, on non-AmeriCorps time, and using non-federal funds. Individuals should not wear the AmeriCorps logo while doing so.

SELECTION PROCESS

To be considered for the AmeriCorps Response Unit, interested individuals must submit an online application with a writing sample and documentation of military service. Staff will review the application and, if appropriate, invite the applicant to an interview and conduct three reference checks. After an applicant has been tentatively selected, the three-part criminal history check will be initiated. Individuals will not be allowed to start training until all paperwork is received by the program, the results of the sex offender registry check are received, and fingerprints are submitted to the Maryland CJIS Central Repository and the designated agencies of any other states where the individual resided. No individual will be enrolled as an AmeriCorps member until satisfactory completion of all required checks and pre-service training.

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ORIENTATION AND TRAINING

The AmeriCorps Response Unit will provide 10 full days and 20 half-days of training in disaster preparedness, response, outreach and communication, and community building. The pre-service training will be held the first 10 days of the service year, Monday – Friday, 8:30 am – 5:00 pm. Following the pre-service training, members will convene for half-day in-service training every other Friday, 1:00 – 5:00 pm (twice per month for 10 months). Additional optional training opportunities may be available through AmeriCorps or the Kent County Department of Emergency Preparedness.

SUPERVISION AND EVALUATION

The AmeriCorps Response Unit members will be supervised by the AmeriCorps Program Director at the Kent County Department of Emergency Preparedness. The Program Director will select members, evaluate member performance according to the AmeriCorps Response Unit and Kent County policies, design and deliver training, and work with local agencies to accomplish program goals. In addition, the AmeriCorps Program Coordinator will provide logistical and training support to all members in the program.

HOURS

Each AmeriCorps member will serve approximately 40 hours each week. Typical service hours will be 8:30 am - 5:00 pm, Monday – Friday. Although some activities and disaster situations may require service beyond the typical hours, members will not be required to, on average, serve more than 40 hours per week. The AmeriCorps member may participate in optional additional trainings or direct service activities at other times, if s/he chooses.

LOCATION

The AmeriCorps member's office will be located at the Kent County Department of Emergency Preparedness, 104 Vickers Drive, Chestertown, MD 21620. Program trainings and events will occur at locations throughout Kent County.