



Writing an AmeriCorps Position Description

Sample Member Position Description

What's in it?

Position Descriptions discuss the responsibilities and benefits associated with a member position, as well as the qualifications and expectations of potential members.

A position description is your chance to say:

- This is who we're looking for
- These are the service activities that members do
- These are the benefits

Elements of a Member Position Description

1. Position Title
2. List of specific duties and responsibilities
3. List of required and preferred qualifications
4. Anticipated results
5. Position Supervisor
6. Start and end date of position
7. Benefits (include benefits of participating in AmeriCorps)
8. Contact person for questions and application
9. Agency name, including brief statement of your mission
10. Agency address, phone, web site

Position Title: Director's Assistant

List of specific duties and responsibilities:

Stocking shelves with food, interviewing clients, recording all food given, volunteer coordination, community education regarding hunger issues, client referral, volunteer recruitment

List of required and preferred qualifications:

Organizational skills, familiarity with community service resources, verbal communication skills

Anticipated results:

Increase of community volunteers, development of community education activities, effective resource distribution

Position Supervisor: Food Bank Director

Start and end date of position: Aug. 1, 2000-Aug.1, 2001

Benefits :

Skill development in the area of volunteer management, community education, and awareness of social service resources, Education Award, resources and support provided by AmeriCorps community

Contact person : Site Supervisor Jenny Ford

Agency name: City Food Bank

Mission Statement: To promote nutritional health in the community and to provide food for those in need.

Agency address, phone, web site:

555 Kentucky St.
Random City, Arkansas 54678
(463) 867-5309
www.foodbank.com

Catholic Network of Volunteer Service

4121 Harewood Road, NW

Washington, DC 20017

Telephone: 1-800-543-5046

Fax: (202) 526-1094

E-mail: tta@cnavs.org