

Directions for Completing the Position Description Format

- Information concerning the Term of Service and Compensation will be provided by CORE Susquehanna to the Service Site before the Description is prepared. This information is on the Position Description Format for the term.
- Please include “Participation in CORE AmeriCorps Group Activities” in the Section “Essential Functions”.
- Please list the following in the Position Description:
 - “Members may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements.”
 - “Members must have all clearances before serving Vulnerable Populations.”
- From the Corporation for National and Community Service: “To the extent possible, please avoid using vague language in position descriptions (such as ‘other duties as assigned’ and ‘participate in other service projects as needed’). Member tasks and responsibilities should be sufficiently clear and specific.”
- AmeriCorps Service Positions are unique positions, not the duplication of or replacement of other staff positions. Please review the non-displacement portion of the site agreement. The position description should be different than other staff. The positions are to be “add-on” positions.
- For the most part, service positions should not include clerical work, menial tasks such as cleaning, administration, research, or other incidental support activities unless such activities clearly support the direct service objective and the time spent on these activities is not the member’s primary responsibility. Members must serve the community through direct, visible, and measurable service to individuals, a family, or a group.
- Use the appropriate national service terminology such as: serve/service, position description, enrolled, and member/service participant. Avoid terms such as employment, administration, work/job, job description, hired, employee, etc.
- If a member position description includes member participation in volunteer recruitment, management, or similar activities, a brief description of the potential volunteer activities for which the member will be recruiting should be added within the position description.
- The submission of the attached Position Description Format is required to obtain an AmeriCorps member through the CORE Susquehanna AmeriCorps Program.
- Please keep descriptions and statements brief.