



Appendix A: Position Description

Volunteer Maryland AmeriCorps Member at Court Appointed Special Advocate (CASA)/Prince George's County

Instructions: Please review and complete the proposed AmeriCorps member position description by filling in highlighted sections.

PURPOSE AND SCOPE:

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving as a Volunteer Coordinator at Court Appointed Special Advocate (CASA)/Prince George's County. Volunteer Maryland AmeriCorps Members, ACM's, are responsible for building capacity and developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2021. The member's activities will target increasing the Service Site's effectiveness, efficiencies and/or expand the Service Sites reach or scope. The outcome will be an increase in capacity for the Service Site to serve their identified community. The VM service year will begin on September 15, 2021 and conclude on August 2, 2022; Volunteer Coordinators are expected to complete 1,700 hours of service during the term.

SITE SPECIFIC PROJECT SCOPE:

The Volunteer Maryland AmeriCorps Member will aim to recruit at least 85 volunteers who will be a part of our Court Appointed Special Advocates

The AmeriCorps Member will also work with staff to create or revise the following volunteer program elements ([review the Needs Assessment](#)):

BENEFITS:

VM AmeriCorps members receive a living stipend of \$15,100 (*pending funding*), health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include mileage reimbursement for site-related travel, student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local

community. After completion of a successful service year, members receive an education award of \$6,345 through the Segal AmeriCorps Education Award- CNCS. May access over 600 national service employees through AmeriCorps Alumni services. Some members may qualify for Public Service Loan Forgiveness, per Consumer Financial Protection Bureau

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<https://www.consumerfinance.gov/ask-cfpb/what-is-public-service-loan-forgiveness-en-641/>

DUTIES:

- Develop a written work plan and timeline for implementation.
- Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals; report on progress in statistical and narrative reports for Volunteer Maryland.
- Develop community partnerships to support the volunteer program.
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps. • Participate in VM and AmeriCorps training, service projects, and other activities.
- ACMs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor.

- Note: The AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals
- Note: Volunteer Maryland AmeriCorps members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits as a result of the use of a VM AmeriCorps member (or any Nationals Service member). An organization may not displace a volunteer by using a VM ACM in a program.

SELECTION PROCESS:

To participate in Volunteer Maryland, applicants must submit a written application. Staff will review the application, with special emphasis placed on the writing sample, invite the applicant to interview if appropriate, conduct two reference checks, and complete a criminal background investigation. After an applicant has been tentatively matched, the three-part criminal history check will be initiated. Individuals will not be allowed to begin training until all results are received and verified by the

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program.

ENROLLMENT REQUIREMENTS: (45 CFR § 2522.200)

- To serve as a Volunteer Maryland AmeriCorps member, an individual must:
 - **be at least 17 years of age**
 - **have a high school diploma or its equivalent**
 - **be a citizen, national, or lawful permanent resident alien of the United States;**
 - **satisfy the national service criminal history check**
 - **of the national sex-offender registry**
 - **state repository check (Maryland and state of residence),**
 - **and FBI fingerprint check;**
 - **complete pre-service training requirements**
- Must be able to provide document of: (no later than the first day of training)
 - **Age,**
 - **Education, and**

▪ **Citizenship**

1. The following are acceptable forms of certifying status as a U.S. citizen or national:
 2. A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands;
 3. A United States passport
 4. A report of birth abroad of a US citizen (FS-240 issued by the State Department;
 5. A certificate of birth-foreign service (FS 545) issued by the State Department. 6. A certification of report of birth (DS-1350) issued by the State Department 7. A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
 8. A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.
- The following are acceptable forms of certifying status as a law permanent resident alien of the United States:
1. Permanent Resident Card, INS Form I-551
 2. Alien Registration Receipt Card, ISN Form I-551
 3. A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
 4. A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.
- If primary documentation is not available, the program must obtain written approval from the corporation that other documentation is sufficient to demonstrate the individual's status as a US citizen, US national, or lawful permanent resident alien.

Criminal history checks will be initiated before the start of service; an individual will 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.

SKILLS, ATTITUDES & ABILITIES NECESSARY:

- Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.

- Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with their cohort), and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Committed to the concept of national service and to making a difference in his/her community.
- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Have own, or have access to, transportation to and from VM trainings, events, and Service Site related activities.
- Able to respond to organizational change productively and maintain positive attitude.
- Have an open mindset and focus on possibilities thinking.

ORIENTATION AND TRAINING:

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, leadership skills, history of National Service, AmeriCorps prohibited activities and unallowable activities. VM's training schedule meets the AmeriCorps requirements as per 45 CFR § 2520.50. Training is held the first two weeks of the service year, with monthly training days throughout the rest of the year. Additional training opportunities are also available through AmeriCorps, service sites and Volunteer Maryland. The Site Supervisor provides orientation to the VM AmeriCorps member service site.

SUPERVISION:

The Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency's policies. In addition, Volunteer Maryland's Director and Program Manager provides overall supervision to all VM AmeriCorps members. VM Program Manager and Site Supervisors share transparent communication regarding progress and challenges during the service year.

EVALUATION & REPORTING:

The Site Supervisor and VM Program manager will complete an evaluation of the member approximately half way through the service year (February). The AmeriCorps member will complete a self-evaluation at the same time. The Site Supervisor will meet with the AmeriCorps member to discuss evaluation, both member and Site Supervisor will sign and submit evaluation to VM Program Manager. The VM Program Manager, will contact each AmeriCorps member to review and discuss VM evaluation. At the completion of the service year, the same process is completed, and the VM Program Manager compiles and delivers evaluation to member. The ACM is required to submit monthly reporting, a work plan at the beginning of the service year and a mid and final report. Additional deliverables are required throughout the service year, a deliverable schedule is provided on the first day of service.

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VOLUNTEER SERVICE

Each Volunteer Maryland AmeriCorps member is encouraged to volunteer as part of their service year. The volunteer activity **cannot** be within any of the prohibited activities, and should be discussed with their Site Supervisor prior to engaging in the volunteer activity. The ACM may volunteer at their site. The ACM may claim up to five percent (5%) on their timesheet for volunteer activities. If the volunteer activity is fundraising, the ACM will need to include these hours under fundraising on their timesheet.

HOURS:

Volunteer Maryland AmeriCorps Members are required to serve approximately 40 hours each week. **The office hours will be M-F 9-5 with flexibility** Volunteer Maryland training days are typically 10:00 am – 4:00 pm.

LOCATION:

The AmeriCorps Members' office will be located at [6811 Kenilworth Avenue, Suite 402](#). VM training locations will be held at locations throughout Maryland. Please note: locations may not be accessible by public transportation.

PROHIBITED ACTIVITIES

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-federal funds. Individuals should not wear the AmeriCorps logo while doing so. AmeriCorps members will not be allowed to take part in the following prohibited activities:

***While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR §

2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements; 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. 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; 7. 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; 8. Providing a direct benefit to—
 - a. a business organized for profit;
 - b. a labor union;
 - c. a partisan political organization;
 - d. a nonprofit organization that fails to comply with the restrictions contained in section

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501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

- e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive; 10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.
12. Such other activities as the CNCS or GOSV may prohibit.