MEMBER POSITION DESCRIPTIONS

Crafting a Great Member Position Description (MPD)

Member service activities should be one component of the puzzle that comes together, along with the logic model and performance measures. It should not be considered an afterthought. The member service activities have been approved as part of the AmeriCorps grant and the activities included in the position description should stray from there.

According to CNCS an effective, well-written member position description can:
https://www.nationalservice.gov/resources/recruitment/encorps/create-position-description
- Identify the skills and interests a member should have
- Clarify expectations of the new member as well as staff
- Explain the service assignment to the new member
- Help the member understand their role in the organization

SEVEN STEPS TO A GREAT POSITION DESCRIPTION
1. Ensure an accurate service assignment title is included.
2. Write a 1-2 sentence summary of the assignment's general purpose and primary service assignment functions.
3. List 5-8 essential duties in descending order of importance.
4. Identify skills, interests, methods and tools members will need or use to complete the work.
5. Explain the position's relationship with others in the organization; address supervision and collaboration with partners.
6. Provide other pertinent facts, such as required travel, physical requirements, working conditions, etc.
7. Include other responsibilities or requirements, such as mandatory training, anticipated service schedule, etc.

Do
1. Review the grant narrative and logic model to determine appropriate member service activities and interventions.
2. Brainstorm a list of all the duties required for the member's term – daily, weekly, monthly or as a project.
3. Review the list and group the duties based upon the specific functions and responsibilities of the position – do any of the items listed go together?
4. Get input and feedback from site supervisor within the process, as appropriate. You can start with a draft from the site supervisor as well.
5. Begin drafting bullets with action verbs (see attached list). Keep the sentence structure simple, omitting unnecessary words, abbreviations and acronyms.
6. Bullets should be outcome-based and each should have a purpose.
7. Each bullet should contain 2-3 sentences.
8. Stay away from vague language. You should avoid using terms like "often" or "sometimes". Use legitimate and tangible units of measurement when describing the required office hours or work load that come with the actual position.
9. Include any processes or systems that are in place that support the service activity(ies)
10. If member service activities are consistent across slot types there will need to be differentiation added in the intervention – the dosage frequency, intensity, and/or duration should be different and specifically outlined.
11. Remember to use AmeriCorps vernacular – for example, service, support, member, enroll instead of terms like work, assist, hire, employee.

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Don't:
1. Use the narrative form when writing a member position description.
2. Be vague or use term that members or potential members would not know or be familiar.
3. Include minor or occasional tasks, which are not unique to the MPD.
4. Use inappropriate language, such as "other duties as assigned"

Examples

DON'T	DO
Partner with schools, related extracurricular activities like FFA, and alternative school to build community skills.	Partner with schools, related extracurricular activities like FFA, and alternative school to build community skills to recruit volunteers for the Master Gardner and Coffee Grinding programs. These programs are held three times a year with established curriculum.
Build Developmental Assets within identified high barrier youth (such as self-esteem, responsibility, achievement motivation).	Build Developmental Assets, for example, constructive use of time, school engagement and decision-making skills, within identified high barrier youth. This would be accomplished by using systems and tools provided by the program and with the support of program staff.
Promote effective teamwork among staff and volunteers	Promote effective teamwork among staff and volunteers on the build site by: • ensuring there is good communication all day long; • that everyone continues to know who to go to with questions and concerns; • there is always a staff person in charge and visible to the volunteers; • if there is conflict it is handled quickly and professionally; • that safety remains everyone's top concern.
Accurately and professionally discuss with community partners and volunteers the objectives of AmeriCorps, the Mentor marketing initiative, and the Mentor Advantage Program	Make connections in the community and create community partnerships to increase number of program participants. This can include face to face meetings with individuals and groups interested in partnering with the mentoring program or attending other community activities to make connections to the Mentor program.
Facilitating single and group activities including a variety of literacy activities	Integrate educational and leadership components into projects using icebreakers, team builders, service-learning and reflection activities that promote teamwork and social interaction while increasing participates ability to read.
Assist with youth programs and year round community outreach	Maintain regular communication with local youth, schools, agencies and colleagues throughout the program network to promote current projects, plan new opportunities, and share achievements.
Volunteer Engagement Coordinator will develop, enhance, and implement a short and long term engagement plan to align community efforts behind engagement goals. This includes working with other AmeriCorps members to understand their area's engagement needs and opportunities as well as existing community resources that can support those goals.	Review, update, and carry out comprehensive recruitment and on-boarding strategy for volunteers with the strategic goal of increasing the number of volunteer-led activities in the area; this may include creating recruitment materials, as well as promoting and building clubs through meetings, presentations, recruitment events, and online volunteer websites.
	Coordinate the placement of volunteers into appropriate roles such as team leaders, program event volunteers, team mentors, subject matter experts, board committee members, and organizational support roles

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	Maintain accurate records and tracking of volunteer engagement through database entry and utilization
Create content for the local College's newly updated website and other social media, particularly as it relates to interactions with community partners and other Civic Engagement sponsored programs.	Design informational/educational material for the social media and web platforms; train staff and volunteers on maintaining website, Facebook page, Twitter, Instagram, and LinkedIn to build capacity for the local College.
Develop and maintain weekly one-on-one tutoring sessions.	Develop and maintain a weekly tutoring schedule to allow for approximately 15 – 20 students (full-time members) to receive daily 20-minute, one-on-one tutoring sessions

Action Verbs

Accommodate	Authorize	Control	Eliminate	Increase	Participate	Resolve
Achieve	Budget	Coordinate	Enforce	Inform	Perform	Review
Acquire	Calculate	Correspond	Establish	Initiate	Plan	Schedule
Address	Circulate	Counsel	Evaluate	Instruct	Predict	Search
Adjust	Authorize	Create	Execute	Interact	Prepare	Select
Administer	Clear	Customize	Expand	Interface	Present	Solve
Advise	Collaborate	Deliver	Explore	Interpret	Perform	Specify
Allocate	Collect	Demonstrate	Facilitate	Interview	Process	Strategize
Analyze	Combine	Design	Formulate	Investigate	Provide	Streamline
Apply	Communicate	Develop	Furnish	Issue	Quantify	Strengthen
Appoint	Compile	Devise	Generate	Lift	Recognize	Summarize
Approve	Complete	Direct	Guide	Maintain	Recommend	Support
Arrange	Compose	Disseminate	Handle	Manage	Record	Teach
Assess	Compute	Distinguish	Hire	Monitor	Recruit	Train
Assign	Confer	Distribute	Identify	Motivate	Reduce	Translate
Assist	Consolidate	Document	Illustrate	Negotiate	Regulate	Troubleshoot
Audit	Construct	Draft	Implement	Observe	Report	Update
Augment	Consult	Edit	Improvise	Operate	Research	Validate
			Incorporate	Organize		Verify