



NEW:  
07/08/2013

JOB TITLE:	AMERICORPS PARTICIPANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	STIPEND STIPULATED IN AMERICORPS GRANT
WORK YEAR:	227 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8267
BARGAINING UNIT:	SUBC

#### SCOPE OF RESPONSIBILITIES

AmeriCorps members will mentor truant students, provide parent support, recruit community volunteers for their schools, and engage in community outreach to support children and families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides mentorship to truant students.

Recruits community members and parents to serve as Every 1 Reads volunteers in the school.

Engages in community outreach to involve school staff and community volunteer opportunities.

Participates in on-going professional development.

Attends AmeriCorps training and programs on citizenship and volunteer recruiting.

Maintains a tutoring and a recruitment/community outreach log.

Attends training with the Kentucky Commission on Community Volunteerism and Service.

Performs other duties as assigned by the supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

#### MINIMUM QUALIFICATIONS

High school diploma or GED

Excellent interpersonal, organizational, and written and oral communication skills

Valid driver's license

#### DESIRABLE QUALIFICATIONS