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 ongoing 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 supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. 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
Effective communication skills

DESIABLE QUALIFICATIONS
Experience in diverse workplace