



NEW: 07/01/2020
Submitted: 06/09/2020

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 supervisor and evaluated by Specialist Community Support
- 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

DESIRABLE QUALIFICATIONS

- Experience in diverse workplace