



NEW: Submitted:  
07/01/2020 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