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| Member Name  | > Edit this section |

1. **SERVICE SITE**

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| --- | --- |
| Position Title  | > Edit this section |
| Service Site  | > Edit this section  |
| Service Site Address  | > Edit this section  |
| Supervisor Name  | > Edit this section  |
| Supervisor Contact  | > Edit this section  |

1. **BACKGROUND CHECKS:** This position will have recurring access to vulnerable populations and requires the following background checks.
	1. National Sex Offender Registry check using the National Sex Office Public Website (NSOPW)
	2. Iowa Department of Criminal Investigation (DCI) Criminal Background Check
	3. State of residence (if other than Iowa) check, and
	4. Federal Bureau of Investigation (FBI) background check (the FBI check includes fingerprinting).
2. **POSITION PURPOSE**

> Edit this section

1. **CIVIC ACTION PLAN GOAL**

> List goal, if your campus does not yet have a civic action plan then remove this section

1. **TYPICAL SERVICE CONDITIONS**

> Edit this section

1. **AMERICORPS TASKS & ACTIVITIES**

> Edit this section

> List specific activities for recruited/managed volunteers

1. **SERVICE SCHEDULE**

> Edit this section

Hours taken for sick, vacation, and holiday leave cannot be counted toward the time needed to successfully complete the term of service.

A maximum of 20% of your service hours may be training, education or other similar approved activities, and a maximum of 10% of your service hours may be for allowable fundraising activities.

1. **EVALUATIONS**

The member will receive an evaluation of their service during the middle and end of their term of service from their host site supervisor. Evaluations also include self-evaluations. The end of term evaluation includes a program evaluation.

1. **LIVING ALLOWANCE**

The member’s living allowance is $15,000 to be paid every two weeks for the duration of the member’s term of service by Iowa Western Community College.

* 1. A living allowance is not a wage. The Member is not paid a living wage on an hourly basis. Members will receive equal payments of their living stipend paid out every two weeks from Iowa Western Community College (IWCC). Members must submit timesheets to their supervisor every two weeks as per the program year payment schedule in order to receive their living allowance.
	2. If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the recipient may not provide a lump sum payment to the member. Similarly, lump sum payments will not be provided in order to make up payments.
	3. The member may waive all or part of the living allowance if he or she believes his or her public assistance may be lost or decreased because of the living allowance. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver. A member may not receive any portion of the living allowance for the period of time the living allowance was waived.
	4. The living allowance is taxable as income both in Iowa and at the federal level.
1. **BENEFITS**
	1. HEALTH CARE COVERAGE. Full coverage health insurance is offered to the Member through Iowa Western Community College by Wellmark, Blue Cross Blue Shield.
		1. The Member has the opportunity to purchase additional health insurance coverage for partners and/or dependents
		2. The Member has the opportunity to enroll into a Flexible Spending Account (FSA)
		3. The Member has the opportunity to waive health insurance coverage.
	2. EDUCATION AWARD. Upon successful completion of the full term of service, the Member will receive an education award of $5920 from the National Service Trust.
	3. CHILDCARE. Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>.
	4. FORBEARANCE. If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.
	5. PROFESSIONAL DEVELOPMENT. IACC will provide in-person and online professional development opportunities to the member. The member may also request reimbursement for up to $1000 for allowable professional development opportunities approved by their host site supervisor.
	6. IOWA CIVIC ACTION ACADEMY. IACC will pay the member’s $75 registration fee to attend the Iowa Civic Action Academy on November 9-10, 2018 in Des Moines, Iowa. IACC will reimburse allowable travel funds to the Iowa Civic Action Academy if funds are available.
2. **SIGNATURE**

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| **This position description must be signed by the member AND supervisor on or before the start date of service.** |
|  |  |
| **Member Name** | **Supervisor Name** |
|  |  |
| **Member Signature** | **Supervisor Signature** |
|  |  |
| **Signature Date** | **Signature Date** |