|  |  |
| --- | --- |
| Member Name | > Edit this section |

1. **SERVICE SITE**

|  |  |
| --- | --- |
| 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 at the end of their term of service from their host site supervisor. The evaluation also includes a self-evaluation and program evaluation.

1. **BENEFITS**
   1. EDUCATION AWARD. Upon successful completion of the full term of service, the Member will receive an education award of $1,252.67 from the National Service Trust.
   2. 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.
   3. PROFESSIONAL DEVELOPMENT. IACC will provide in-person and online professional development opportunities to the member. The member may also request reimbursement for up to $50 for allowable professional development opportunities approved by their host site supervisor.
   4. 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**

|  |  |
| --- | --- |
| **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** |