

# MEMBER DUTIES | CAPACITY BUILDING SPECIALIST

## Summary

This AmeriCorps volunteer position requires a self-directed, deadline-oriented individual who has exceptional interpersonal skills and is able to provide specialty skills to their local community. Select the all capacity building activities that apply to the member's activities and then submit this form to Iowa Campus Compact.

## AmeriCorps Duties & Responsibilities

Select your capacity building activities from the following list.

### Training, Program, and event Development

- |                                                                                     |                                                                                            |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Organize staff or volunteer training workshops             | <input type="checkbox"/> Develop operations manual for new or existing program(s)/event(s) |
| <input type="checkbox"/> Develop new training modules                               | <input type="checkbox"/> Develop or implement new programs/events                          |
| <input type="checkbox"/> Develop curriculum for new or existing program(s)/event(s) |                                                                                            |

### Fundraising

ICAP members are not allowed to serve more than 10% of their total hours performing fundraising activities. Therefore, you must select additional activities beyond those listed in the fundraising category.

- |                                                                  |                                       |
|------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Organize/support fundraising events     | <input type="checkbox"/> Write grants |
| <input type="checkbox"/> Identify grant or other funding sources |                                       |

### Communications

Website and social media development: Assistance with website or social media

- |                                           |                                                    |
|-------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> External website | <input type="checkbox"/> Blog                      |
| <input type="checkbox"/> Facebook/Google+ | <input type="checkbox"/> Web-based community forum |
| <input type="checkbox"/> Twitter          | <input type="checkbox"/> webinars                  |

Communications: Setting up or improving on-going communications with partners or volunteers, including:

- |                                                    |                                                                     |
|----------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> e-mail lists              | <input type="checkbox"/> identifying potential partners             |
| <input type="checkbox"/> document sharing platform | <input type="checkbox"/> brochures, newsletter, marketing materials |
| <input type="checkbox"/> basic wiki page           |                                                                     |

Meeting logistics and support: Assistance with organizational or networking meetings or community forums. *You must select additional services beyond those in this section:*

- |                                                |                                                 |
|------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Managing invitations  | <input type="checkbox"/> Taking meeting minutes |
| <input type="checkbox"/> Finding meeting space | <input type="checkbox"/> Follow-up mailings     |

### Research

Community-based Research: Carrying out community-based research project(s), including:

- |                                         |                                                                 |
|-----------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Surveys        | <input type="checkbox"/> Program assessments or evaluations     |
| <input type="checkbox"/> Data Analysis  | <input type="checkbox"/> Data collection for tracking/reporting |
| <input type="checkbox"/> GIS Mapping    | <input type="checkbox"/> Develop or improve database            |
| <input type="checkbox"/> Oral Histories |                                                                 |

Policy research: Carrying out policy or program research on:

- |                                                                  |                                                                    |
|------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Issue briefs                            | <input type="checkbox"/> Organizations                             |
| <input type="checkbox"/> Funding opportunities                   | <input type="checkbox"/> Regulations                               |
| <input type="checkbox"/> Current studies or evaluations          | <input type="checkbox"/> Legislation                               |
| <input type="checkbox"/> Evidence-based practices/model programs | <input type="checkbox"/> Identifying upcoming meetings/conferences |

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## Additional Activities

- Provides direct services<sup>i</sup> when appropriate in order to enhance program delivery
- Develops and/or participates service projects for Days of Service<sup>ii</sup> events
- Does not engage in any prohibited AmeriCorps activities
- Serves as a liaison between their campus and the community partner site

## Contributes to the following Performance Measures

- The member successfully completes at least one (1) service project
- Collects and records pre- and post-service survey responses from their service site supervisor

## AmeriCorps Prohibited Activities

For a full list of program expectations and prohibited activities please view the ICAP member service agreement or the member handbook available on the ICAP website.

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining.
5. Engaging in partisan political activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials.
6. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
7. Providing a direct benefit to: a for-profit entity; a labor union; a partisan political organization; an organization engaged in religious activities describe in the above listing #6, unless grant funds are not used to support religious activities; or a nonprofit entity that fails to comply with the restrictions contained in section 501c3 of US Code Title 26.
8. Voter registration drives.
9. Providing abortion services or referrals for receipt of such services.
10. Raising funds for his/her living allowance.
11. Raising funds for program operating expenses or endowment.
12. Writing grant applications for CNCS grants, including AmeriCorps.
13. Writing grant applications for funding by other federal agencies.
14. Members may not engage in any of the prohibited indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities above.
15. Other activities that CNCS and ICAP determine to be prohibited upon notice to the site.

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<sup>i</sup> Direct service includes tutoring, youth development, mentoring, collecting/serving food, other human services (not to include prohibited activities), fundraising (not to exceed 10% of a member's total hours), emergency response, collecting/distributing clothing, music, art.

<sup>ii</sup> Days of Service are volunteering events which occur on -- or in the spirit of -- Martin Luther King Day, AmeriCorps Week, September 11<sup>th</sup> National Day of Service and Remembrance.