

ICAP Position Descriptions

Technical Assistance

Purpose

Member Benefits

- Better communicate service activities
- Better communicate service requirements (ex. performance measures)

Program Benefits

- Better documentation the member service activities
- Better tracking of program interventions

Documents

General Requirements: <http://iowacollegeamericorps.weebly.com/position-descriptions.html>

Position Description Template & Instructions:

POSITION DESCRIPTIONS

Full Time Positions



2018_icap_ft_positiondescription_20180605.docx
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Part Time Positions



2018_icap_pt_positiondescription_20180605.docx
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Templates(part time only)



2018_communications_recruitment_pt.docx
Download File



2018_volunteer_manage__recruitment_pt.docx
Download File



2018_research_development_pt.docx
Download File



2018_program_development_pt.docx
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General Guidelines

Eligible Service Sites

- Non-profit organizations (including faith-based organizations) that are not solely focused on lobbying
- State and local governments
- Elementary and secondary schools
- Indian tribes
- Institutions of higher education
- Labor organizations

Service Site Limitations

- **Full time members** can only serve at their host site. They may partner with other local public organizations.
- **Part time members** (minimum time) may serve at up to three public organizations (see eligible service sites).

Position Description Guidelines

- A list of “Shoulds” and “Should-nots”

Guidance on Appropriate Service Activities

Non duplication or displacement: Member activities must be above-and-beyond what the individual or regular volunteers would “normally” do

Capacity Building Activities: CNCS considers capacity building activities to be indirect services that provide a sustained level of more or better direct services after the national service participant’s term of service has ended

Connection to Program Outcomes: Activities must be connected to the ICAP’s design, goals, and performance measures

Administrative activities are not allowed: Members must not serve in a primarily administrative role. However, members should be expected to maintain his/her own files, but not those of other staff.

Guidance on Appropriate Service Activities

Direct Service is generally unallowable: Direct service might be allowable if the activities; (1) train the member on their capacity building activities, (2) are required in an emergency, and (3) are organization-wide events (such as days of service events)

AmeriCorps and Academic requirements: The position should be defined by AmeriCorps service expectations and not those established for another school or employment purpose

Federal Work Study: Part-time members can receive Federal Work Study for their service. Full-time members can also receive Federal Work Study for their service. However, ICAP is required to reduce the member's living allowance by the amount of the work-study award.

On-campus service sites: On-campus service sites may include campus departments, specific programs, or other student service clubs.

Program Interventions

1. Community Engagement
2. Organizational Development
3. Program Development
4. Volunteer Management

Program Interventions

Community Engagement: community asset mapping; level of community participation; use of community needs assessments; and leveraging resources/collaborative relationships

Example Short-term Outcomes

1. Increased activities to expand awareness of the organization
2. Increased diversity of partnership arrangements

Example activities (activities listed on position descriptions must be specific to the member's project)

1. Creation of an external website
2. Procedures to regularly update external website
3. Regular staff/volunteer contribution to the website's blog
4. Development of a social media policy
5. Creation of social media accounts

Program Interventions

Organization Development: nonprofit incorporation; existence or adoption of systems related to human resources, finances, information technology; existence or adoption of specific policies and procedures; and fiscal controls

Example Short-term Outcomes

1. Regular assessments of organizational strengths and needs
2. Regular assessments of external opportunities and risks

Example activities (activities listed on position descriptions must be specific to the member's project)

1. Development of an organization database
2. Regular maintenance of an organization database
3. Researching organizational management best-practices
4. Annual reviews of state/federal regulations
5. Maintain awareness of state/federal legislation

Program Interventions

Program Development: expansion or enhancement of program or service delivery; program monitoring; and evaluating program outcomes

Example Short-term Outcomes

1. Increase the number of clients served
2. Track types and amounts of program services provided
3. Obtain client feedback
4. Track client outcome data

Example activities (activities listed on position descriptions must be specific to the member's project)

1. Organized staff or volunteer training workshops
2. Development of program training modules
3. Development of curriculum for new or existing program(s)/event(s)
4. Creation of an operations manual for new or existing program(s)/event(s)
5. Development or implementation of a new program(s)/event(s)

Program Interventions

Volunteer Management: expansion or enhancement of existing volunteer practices; volunteer recruitment and placement; and coordinating service opportunities

Example Short-Term Outcomes

1. Increased visibility in the community
2. Increased visibility on local college/university campuses
3. Volunteer retention after the service project has ended
4. Improved client services
5. Increased agency program capacity
6. Increased campus-community relationships

Example Activities (activities listed on position descriptions must be specific to the member's project)

1. Develop a new or update an existing written volunteer generation plan
2. Establish formal partnerships for volunteer recruitment
3. Establishment of a volunteer unit within the program or organization
4. Creation of volunteer manual/training/curriculum
5. Regular supervision and communication with volunteers

Position Desc Template & Instruction

- A. Service Site Information
- B. Position Purpose
- C. Civic Action Plan goal
- D. Typical Service Conditions
- E. AmeriCorps Tasks & Activities
- F. Service Schedule

Questions?