



Dane County Department of Human Services Division of Children, Youth & Families



Partners for After School Success (PASS) A Community-Based AmeriCorps Program

PASS AMERICORPS MEMBER 900 hour POSITION DESCRIPTION

Position Summary:

PASS AmeriCorps members are responsible for serving youth at host sites throughout Dane County. PASS activities include academic support and literacy tutoring; engaging youth in community service; and providing extended learning programs to build social-emotional learning skills during after school hours. In addition to agency responsibilities, PASS members engage in professional development activities and participate in national and/or local community service projects and AmeriCorps events.

AmeriCorps Requirements: AmeriCorps members must meet the following requirements outlined by the State and Federal AmeriCorps rules, including:

- 1) Serve 900 hours by August 31
- 2) Be a citizen of the United States, a United States national, or a legal permanent resident of the United States
- 3) Have a high school degree or equivalent (or agrees to obtain a high school diploma or GED)
- 4) Be a least 17 years old
- 5) Pass a criminal background check including National Sex Offender Registry, State(s) registry and FBI finger print
- 6) Have not served more than four fulltime AmeriCorps terms of service or received two fulltime education awards
- 7) Follow all PASS policies and AmeriCorps rules and regulations as outlined in the Member Agreement

PASS Requirements—Youth Work: PASS AmeriCorps members spend at least 80% of their time providing services to youth at a host site located in Dane County. PASS service activities include literacy tutoring, developing and facilitating extended learning programs during or after school, and engaging youth and adult volunteers in community service. Members serving 900-hour slots will provide a combination of the following PASS activities within their allotted schedule:

- 1) Provide 1:1 literacy tutoring, facilitate extended learning programs and/or engage youth in community service
- 2) Understand and actively contribute to PASS meeting its program performance measures
- 3) Complete monthly Reporting & Reflection Logs in America Learns related to PASS service activities and performance measures
- 4) Serve as a positive adult role model for youth
- 5) Maintain appropriate boundaries and conduct with youth (a vulnerable population) at all times
- 6) Respect youth cultural differences

PASS Requirements—Host Site team member

- 1) Be punctual and follow assigned work schedule
- 2) Learn and follow host site policies and procedures
- 3) Provide own transportation to host site (some sites on bus routes)
- 4) Keep regular consultation and reflection times with supervisor (once a week)
- 5) Keep direct supervisor informed about concerns, conflicts or problems
- 6) Complete tasks as assigned in an accurate and timely manner include entry of service hours
- 7) Be a cooperative team member
- 8) Enter service hours in On Corps in an accurate and timely manner

PASS Requirements—Professional Development/Community Service: PASS AmeriCorps members spend approximately 20% of their time collaborating with other AmeriCorps members on community service or professional development activities.

Requirements to this end include:

- 1) Complete a Work Plan that outlines professional goals and a schedule to provide PASS program activities
- 2) Participate in citizenship training provided by PASS and group service events as your schedule allows
- 3) Participate in orientation training meetings and/or webinars in September and October
- 4) Participate in at least one national day of service (i.e. September 11, MLK Day, Global Youth Service Day)
- 5) As schedule allows, participate member professional development meetings