



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 POSITION DESCRIPTION 300 Hour Summer Slot

Position Summary:

PASS AmeriCorps members are responsible for serving youth at their designated host site agency or school site in Madison and surrounding communities. PASS member summer responsibilities include running and co-facilitating host site extended learning programs (ELP) including camps, enrichment activities and service projects. Members assist in teaching goal setting skills in ELP and collecting student surveys on skill development.

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

- 1) Serve 300 hours between June 12 and August 31, 2018
- 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 at least 17 years old
- 5) Pass a criminal background check including National Sex Offender Registry, State(s) registry and FBI finger print
- 6) Follow all PASS policies and AmeriCorps rules and regulations as outlined in the Member Agreement
- 7) Complete all enrollment and exiting responsibilities

PASS Requirements—Youth Work: PASS AmeriCorps members facilitate summer service activities and camps for youth as directed by their host site. Responsibilities include:

- 1) Facilitate extended learning programs and/or engage youth in community service
- 2) Participate in program preparation
- 3) Serve as a positive adult role model for youth
- 4) Maintain appropriate boundaries and conduct with youth (a vulnerable population) at all times
- 5) Respect youth cultural differences
- 6) Complete summer reflection and data entry (as needed) in America Learn
- 7) Enter service hours into On Corps in an accurate and timely manner

PASS Requirements—Host Site team member

- 1) Follow host site policies and procedures
- 2) Provide own transportation to host site (some sites on bus routes)
- 3) Set regular meeting times with supervisor
- 4) Keep direct supervisor informed about concerns, conflicts or problems
- 5) Complete tasks as assigned
- 6) Be punctual and follow assigned work schedule
- 7) Be a cooperative team member

PASS Requirements—Professional Development/Community Service:

Requirements to this end include:

- 1) Participate in host site training opportunities
- 2) Complete a citizenship reflection