



## 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 10 and August 31, 2019
- 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) 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