

## RAY AmeriCorps Member Position Description

**POSITION:** Resilient Alaska Youth AmeriCorps Member

**DEPARTMENT:** Community Development Division: AmeriCorps

**SUMMARY:** Commit to community service as an AmeriCorps Member enhancing culture, education, and wellness opportunities for youth

### DUTIES & RESPONSIBILITIES:

1. Model the AmeriCorps ethic of community and responsibility by showing a commitment to improving the lives of others, and an interest in learning new skills.
2. Visibly wear AmeriCorps logo and/or uniform during all service hours. Uniform and AmeriCorps badges will be provided to the member at the beginning of the service term.
3. \_\_\_\_\_ commitment with a minimum of \_\_\_\_\_ hours that may include evenings and weekends.
4. Perform duties in cooperation with Partner Organization staff to build youth resiliency through planned safe and healthy activities for 10-18 year old youth.
  - a. Solicit input from community members regarding local concerns
  - b. Create safe & healthy opportunities for youth
  - c. Create and implement lesson plans in school, out of school, and in afterschool sessions
  - d. Develop cultural activities that are alcohol, drug and tobacco free.
  - e. Consult with community members about the importance of health & wellness
  - f. Recruit local volunteers to help with activities and events
  - g. Collaborate with community groups and stakeholders to improve youth services in your community.
  - h. Disaster Relief: In case of local emergency/natural disaster, member can choose to assist with disaster response as part of service, with prior permission from RurAL CAP, Serve Alaska, and partner site.
5. Maintain open communication with local site supervisor and RurAL CAP staff, as well as community councils, and other local and regional organizations.
6. Create internal and external working relationships within Partner Organizations and/or community as applicable, which may include other youth serving organizations, local schools, local clinic, tribal council, youth clubs, etc.
7. Participate in 2 RurAL CAP training events which are typically 2-4 days, and additional on-site orientation provided by site supervisor; participate in weekly Teleconferences with peers and Program Coordinator.
8. Provide information and submit reports as required by the program.
  - a. Semi-monthly timesheets and youth reports
  - b. Youth activity and attendance information
  - c. Youth Pre-Post Surveys

- d. Other reports as required
9. Become familiar with the AmeriCorps Program Handbook and Project Venture guide.
  10. Host the RurAL CAP AmeriCorps Program Coordinator for a site visit.
  11. Follow RurAL CAP's policy on electronic equipment and communication which is found in the member handbook

**CONDITIONS:**

1. Must be in good general health and free from communicable illness and disease and serious physical and mental health problems including, but not limited to, abuse of others, and excessive use of alcohol and/or other drugs.
2. Must be able to travel to and from rural Alaska in airplanes and travel by other forms of ground and water transportation.
3. Service may include weekend and evening hours based on youth schedules
4. Service primarily takes place indoors, but may include outdoor components such as camping trips and subsistence activities

**QUALIFICATIONS:**

**REQUIRED:**

1. Commitment to community service and an ability to learn and apply new skills.
2. Minimum age of 18 years.
3. Willingness to work as a team member.
4. Excellent communication, both verbal and written.
5. Knowledgeable and sensitive to cultural and ethnic diversity.
6. Self-motivated and able to perform duties without direct supervision.
7. Demonstrate patience, compassion, flexibility, and a desire positively impact youth

**PREFERRED:**

1. High School diploma or GED.
2. Experience working with health & wellness issues.
3. Experience in facilitating training and organizing community events.
4. Excellent relationships & contacts with community leaders and council members.
5. Knowledge of regional resources and services related to health and wellness.
6. Experience working with youth.

**SERVICE SITE:**

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**SUPERVISOR:**

The RurAL CAP supervisor is the RurAL CAP AmeriCorps Program



Coordinator in conjunction with the following local site supervisor in the Partner Organization:

Site Supervisor Name: \_\_\_\_\_

Title and Contact Info: \_\_\_\_\_

**TERM:** \_\_\_\_\_ - month term of AmeriCorps service

**AMERICORPS BENEFITS:**

AmeriCorps members are not employees. As participants of a national service program, RurAL CAP AmeriCorps members receive a taxable monthly living allowance of \_\_\_\_\_ paid in a semi-monthly stipend of \_\_\_\_\_. AmeriCorps members may be eligible for health insurance and child care benefits. Members are allowed to serve on a jury duty without being penalized for doing so. Members who complete a full \_\_\_\_ - months of service will also receive a \_\_\_\_\_ education award.

*I have received this position description and agree to adhere to it.*

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Member Name

Signature

Date

Member Initials \_\_\_\_\_

Updated 12/1/22