Service Opportunities & Position Description Template

Service Opportunities (eGrants) and Position Descriptions (Member Service Agreements) are independent processes, both required, and can serve different purposes. Service Opportunities are often seen as the first line of recruitment, where position descriptions provide additional detailed information for individual members. Whether you are developing a Service Opportunity or Position Description, programs should review the following guidance to ensure activities are allowable.

- Activities are within the scope of the approved grant application.
- None of the activities constitute or could be perceived as a prohibited activity. 45 CFR 2520.65
- Activities DO NOT supplant state or local funds, DO NOT duplicate an activity that is already available in the locality of a program, and DO NOT displace employee or volunteer positions. 45 CFR 2540.100
- Fundraising activities, if present, meet requirements. 45 CFR 2520.40 - .45
- Support a diverse and inclusive National Service Network.

Service Opportunities (eGrants)
CNCS requires all AmeriCorps programs to advertise recruitment in eGrants via the My AmeriCorps portal. Programs create “service opportunity” listings. This will connect the program to the national recruitment effort and will provide a one stop shop for programs to search for applicants (and applicants to find programs). Programs must have a minimum of one service opportunity linking to their overall program or may opt to have multiple service opportunities for individual member positions. Programs report the strength of the service opportunity listing can inspire applicants to relocate to WA to serve. Use the link above for additional CNCS guidance.

Position Descriptions (Member Service Agreements)
Every AmeriCorps member must have a Position Description. The Position Description is developed at the program level and is either imbedded into the Member Service Agreement or maintained as an independent document referenced in the Member Service Agreement. Single-focused programs in which AmeriCorps members all have the same Position Description find it easiest to place the Position Description directly in the Member Service Agreement. While multi-focused programs in which AmeriCorps members have differing Position, Descriptions find it easiest to maintain individual Position Descriptions referenced as addendums in Member Service Agreements.

Position Descriptions describe meaningful and specific activities the member will perform and can describe how the member position will add value to the community. Programs may opt to use the following template (red italic is informational in nature and should be replaced).
AmeriCorps Position Description

NAME of Program/Operating Site
ADDRESS
CITY STATE ZIP

NAME of Service Location (if different)
ADDRESS
CITY STATE ZIP

CONTACT PERSON
PHONE/EMAIL
WEBSITE

SUPERVISOR
PHONE/EMAIL
WEBSITE

Position Serves Vulnerable Populations?
☐ No ☐ Yes

Criminal History Check Required?
☐ Yes – 2-part ☐ Yes – 3-part

Position Title:

Days/Hours of Service: (full-time positions should incorporate a minimum 30 minute break in the service day – this break does not count as service time)

Program Description:

Service Location Description:

Position Description:

Responsibilities and Related Tasks:

Required or Desired Qualifications:

*of note: remember to use language such as “serve” instead of work and “position” instead of job, additionally, refrain from using language such as “other duties as assigned”

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement
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