



AmeriCorps Member Service Description for 2024 – 25 Program Year

Please complete one form per each member position your agency is requesting to host. Please ensure that ALL sections of the Member Service Description are COMPLETELY filled out.

AmeriCorps Member Name:	
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(Leave blank – to be filled by ACCESS staff only)

SECTION I				
Agency Name:	Greensboro Public Library – Glenwood Branch	County Agency Located in:	Guilford	
Position Title:	ESOL Literacy Instructor	Service Term:	<u>9/10/2024 – 08/31/2025</u>	
State the <u>Main Purpose</u> of the position to be filled by the AmeriCorps member:				
AmeriCorps members are responsible for teaching all ESOL classes, maintaining multicultural sections, and assisting cultural programming at the Glenwood Branch Library. AmeriCorps members are imperative in making sure the continues to function & grow. The variety of experience members offer often ensures multiple audiences are reached cultural barriers are broken down.				
Physical Service Location:	1901 W. Florida St	Greensboro	NC	27403
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
Agency Mailing Address:	219 North Church St	Greensboro	NC	27401
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
Agency Phone Assigned to Member:	336-297-5000			
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>	
AmeriCorps Member’s Supervisor:	Andrew Harris	eLibrarian		
	<i>Name</i>	<i>Title</i>		
	<i>Andrew.harris@greensboro-nc.gov</i>	<i>336-297-5000</i>		
	<i>E-mail address</i>	<i>Phone (& extension)</i>		

SECTION II	
Please CHECK the type of position to be filled by the AmeriCorps member:	
<input type="checkbox"/> FT (1700 hours)	<input checked="" type="checkbox"/> PT (900 hours)
Will the member serving in this position be required to provide transportation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Will the member be required to use their own vehicle?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Will the member receive travel reimbursement (if using personal vehicle)?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
NOTE: If transportation is required, the applicant must: 1) Have a valid driver license; 2) Have reliable transportation; 3) Have valid auto insurance throughout the service term; and 4) Have a good driving record (no DWI arrest, no reckless driving records within last 5 years).	
Language Requirement: Is the member required to be bilingual?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If so, what language(s) is/are required?</i>	
Does this AmeriCorps position displace a staff position at your agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Member’s weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
9am – 1pm	9am – 1pm	9am – 1pm	9am – 1pm	9am – 1pm	<u>Occasionally</u>

Requirements/Qualifications: To participate in the AmeriCorps ACCESS Project, applicants must: 1) be at least 18 years old; 2) have a High School Diploma or GED; 3) be proficient in English (spoken/written); 4) have computer skills; 5) agree to undergo criminal history background checks including National Sex Offender Registry search, State criminal check, and FBI check. Applicants applying for a position involving transporting community members must agree to have their driving record checked.

Additional Requirements/Qualifications by Service Site:

- Teaching/tutoring experience preferred but not required
- Experience working with adults from other cultures or linguistic backgrounds

Equipment member is expected to use (copier, fax, etc.):

- Computer
- Telephone
- Fax
- Copy Machine
- SmartBoard
- Printer

Additional details about this position:

None.

SECTION III

Essential functions are the fundamental job duties:

- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.

- Provide orientation for new students; AmeriCorps member will provide weekly one-hour sessions that include providing information about the classes, registration for classes, and information about the resources available at the Library; answer questions and offer referrals to other agencies. Orientation provided in English with language assistance, if possible.
- Provide instruction in English for speakers of other languages (ESOL) for immigrants and refugees; AmeriCorps member will be responsible for one or more classes (6-10 students) that meet one or two times per week. The member will plan and implement lessons for each class, based on the students' needs and interest, rather than set curricula. AmeriCorps member will also hold individualized sessions for which the member is responsible for planning and implementing lessons.
- Attend Glenwood Branch Library AmeriCorps meeting.

Please list the Marginal Functions (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.

- Assist with multicultural, bilingual, and Spanish-only programs provided by the Library. Such programs not only raise awareness for the ESOL program but are another way the Library seeks to strengthen bonds between community organizations and individuals
- Assist with shelving the ESOL learning material and with helping to keep that section of the collection neat and organized. Be familiar with this part of the collection and other resources to help recommend items to students.

The ACCESS Project and partner agency will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

GENERAL PHYSICAL REQUIREMENTS: Please <u>check ONE</u> description of <u>general physical requirements</u> for this position.	<input type="checkbox"/> Sedentary work <input checked="" type="checkbox"/> Light work <input type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work
PHYSICAL ACTIVITIES: Please <u>check ALL</u> <u>physical activities</u> that apply to the <u>essential functions</u> of the position.	<input type="checkbox"/> Climbing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____
VISUAL ACUITY: Please <u>check</u> <u>required visual activities</u> .	<input checked="" type="checkbox"/> Computer work <input type="checkbox"/> Driving <input checked="" type="checkbox"/> Other: Reading adult learners work, writing on white board, reading spine labels on books
WORKING CONDITIONS: Please <u>respond</u> about the <u>conditions</u> the worker is <u>subject to</u> in performing the <u>essential functions</u> of the position.	<input checked="" type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input type="checkbox"/> Other: _____

SECTION IV

Fundraising Activities
 – All fundraising activities **MUST BE PRE-APPROVED** by the NC Commission.
 – **ONLY 10%** of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:

- 1) Soliciting donation of goods (*clothes, food, school supplies, etc. to be utilized by clients*)
- 2) Soliciting monetary donations (*100% of proceeds must go to client related programming*)
- 3) Searching and writing non-federal grants to support program's service activities. (*100 % of funds must benefit client related programming.*)
- 4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (*100% of ALL proceeds received from events must go to client related programming.*)

SECTION V

Expectations to be met by the AmeriCorps member (including Physical, Emotional, Intellectual demands): Be punctual to service site & ACCESS trainings; Complete & Submit monthly time sheets and other documentation by established deadlines; Maintain ongoing communication with site supervisor & ACCESS staff; Wear AmeriCorps gear (t-shirt, name tag and/or pin) to identify self as an AmeriCorps member always when in service; Attend and participate in AmeriCorps trainings, events, and service projects; Complete the minimum number of services hours and trainings required by the position; and any Service Site-Specific expectations outlined below:

- Abide by the City of Greensboro policies, including dress code.
- Must feel comfortable speaking in front of a group.

SECTION VI

Benefits Available: Please check applicable position.

Full-time with stipend (1700 hours)

1. Childcare service (must apply & be eligible)
2. Health insurance free of charge (if eligible)
3. Interpreter Training (for bilingual members)
4. Forbearance (Payment Waiver) for qualified outstanding student loans
5. Interest Accrual Payment
6. Up to \$7,395 Education Award upon successful completion of a service term
7. Up to \$25,000 Stipend (paid in monthly installments)
8. Mileage reimbursement at state rate per each training attended

Part-time with stipend (900 hours)

1. Interpreter Training (for bilingual members)
2. Forbearance (Payment Waiver) for qualified outstanding student loans
3. Interest Accrual Payment
4. Up to \$3,697.50 Education Award upon successful completion of a service term
5. Up to \$12,500 Stipend (paid in monthly installments)
6. Mileage reimbursement at state rate per each training attended

Certification: The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

Khouan Rodriguez		
<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>