

To: Dennis Huratiak
Program Director
CORE Susquehanna Americorps
713 Bridge Street, Suite 10
Selinsgrove, PA 17870

From: (Your name, title, address, telephone number, fax number, e-mail,)

Date: (Today's date)

Position Title: (Case manager, Literacy Aide, etc.)

Host Site Location:

Name:

Address:

Telephone Number:

e-mail address:

FAX Number:

Contact Person:

Host Site Administrator: (Give name, title, telephone contact, e-mail address)

Host Site Supervisor: (Give name, title, telephone contact, e-mail address).

Position Description - Responsibilities and Duties: (List specific duties in bullet format. The Following is an **Example.**)

- Tutor individuals in small group setting.
- Provide one on one support to individuals, as needed.
- Attend open houses and conferences, as needed.

Objectives for Position Description:

- Objective 1 Title: (Tutoring children)
 - Activities: (An AmeriCorps member will tutor children in grades 1 through 4 in small groups or one-on-one in various areas of academics)
 - Results: (An increase in grades, knowledge, etc. in the academic specific area in which the child is tutored)
 - Measures: Be specific about how accomplishments are measured. (Pre and post testing, comparison of grades, etc.)
 - Standard: (75% of children tutored will show an increase in knowledge in the specific academic area in which the child was tutored)
 - Beneficiaries: (Students in grades 1 through 4, teachers, parents, community)
- Objective 2 Title (Objective 2 should be written in the same format as Objective 1)

Weekly Hours and Duration of Position: (List in bullet format. See sample below.)

- 34 hours per week
- Appropriate Program Year

Basic Requirements of Position: (Be specific. List in bullet format. See **sample** below.)

- Basic computer skills.
- Valid drivers license and reliable vehicle.
- Communicate with people of all social and economic levels.
- Maintain confidentiality of client records

Preferred Skills/Background: (Be specific. List in bullet format. See sample below.)

- Must have act 34 and 151 clearance.
- Ability to work under stress.
- Able to lift 20 pounds unassisted.

Specific Training/Skills to be Acquired During Position Duration:

- Behavioral management techniques
- Social and cultural conditions affecting society
- Working with homeless
- Referral services available to homeless

Stakeholders who will benefit from the service provided by the member:

- Local homeless citizens
- Potential employers
- Taxpayers
- Shelter services

Matching Funds Source:

- School district
- XYZ Board of Mifflin County