

Sample AmeriCorps Member Position Description

AmeriCorps Member: _____

Project Title: _____

Site Supervisor Supervisor: _____

Summary of the Job: Describe in five sentences or less the purpose and major functions or responsibilities.

The Montana Technology Corps is an AmeriCorps program designed to bridge the digital divide that exists in Montana communities by providing children and families who have limited access to technology with constructive and education technology-based opportunities both during and after school in which they can learn basic computer skills, such as word processing, spreadsheet abilities, and eMail as well as advanced skills involving Internet research and Web page design maintenance. Through collaboration with schools, Family Resource Centers, and community organizations such as YMCA, the Montana Technology AmeriCorps members will serve as program facilitators coordinating and facilitating semester-long programs for youth and parents.

Specific Duties/Major Tasks:

- 1) Work with the site to develop a technology education program and identify appropriate program participants
- 2) Participate in training with The University of Montana faculty and staff to develop technology curriculum units to teach and train youth and parents participating at each site
- 3) Recruit college students and community members to serve as volunteers in the program
- 4) Implement and oversee the program on a day-to-day basis at the service site

Qualifications (list knowledge, skills, abilities needed for the position):

- ❖ Some college preferred
- ❖ Minimum age requirement: 18
- ❖ Proficiency in basic computer technology skills (Word, Excel, eMail, Internet navigation)
- ❖ General office/clerical skills
- ❖ Education and/or youth development

Conditions of the Job: (e.g. specific time commitment, work hours, start/end date, location of service, other pertinent information)

- ❖ **Service Term:** 1700 hours
- ❖ **Project Start Date:** January 23, 2001
- ❖ **Project End Date:** November 30, 2001
- ❖ **Work Hours:** to be determined by site supervisor
- ❖ **Site:** <<School Name>>

Benefits:

- ❖ Modest Living Stipend (\$ 9,000)
- ❖ Health Insurance
- ❖ Child Care (upon qualification)
- ❖ Student Loan Deferment
- ❖ Leadership and Technology Training
- ❖ Education Award upon successful completion of service (\$ 4,725)