

**AmeriCorps****CitySquare**

Member Position Description

CITYSQUARE AMERICORPS

Title: AmeriCorps Neighbor Navigator	Member Type: Quarter Time (450 hours)
Service Site: CitySquare Paris	Immediate Supervisor: Laura Woodroof, CitySquare Paris Program Director

Position Title: AmeriCorps Neighbor Navigator**Reports To:** Immediate supervisor is Laura Woodroof, CitySquare Paris Program Director. AmeriCorps supervisor is Jennifer Abdallah.**Service Hours:**

CitySquare AmeriCorps Quarter time AmeriCorps members serve a minimum of 450 hours over a four-month period, or an average of 32-35 hours per week. In addition, all members are expected to participate in centralized AmeriCorps trainings – including, but not limited to initial pre-service orientation and Life after AmeriCorps training. Members are also required to participate in any national service days scheduled during their term of service. A calendar of required trainings and service projects is provided at pre-service orientation.

Members serve Monday - Friday, with a schedule of either 9:00 am to 4:00 pm or 11:00 am to 6:00 pm. Service is in-person. Member safety is important to CitySquare and all host sites. All members are provided Personal Protective Equipment (PPE) for in-person service if health guidelines require use for in-person service. Members are expected to serve through their end date even if minimum hour requirement is met prior to this date.

Primary Duties:

The AmeriCorps Neighbor Navigator will establish relationships with neighbors, either through the Neighbor Support Center or the Teen Center at CitySquare Paris. Members will create rapport with neighbors and gain trust to help neighbors develop skills to make positive choices.

Primary duties include:

1. Maintain and update resource database for neighbors seeking supportive services
2. Perform initial intake registration for participants
3. Utilize intake information and available resources to connect neighbors with supportive services as it relates to food security, education, life skills or other needs
4. Maintain communication and follow-up with participants
5. Promote and advertise CitySquare Paris programs and the Opportunity Center at local churches, school districts, other community agencies, and clubs
6. Coordinate activities and special events (excluding fundraising events) for CitySquare Paris and assist in outreach programs
7. Maintain and update CitySquare Paris database with current participant information.
8. Support CitySquare Paris volunteers by giving instructions and orienting volunteers to program procedures.

Essential Functions:

Adhere to professional standards, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit timesheets to the appropriate onsite supervisor for signature and approval.

CitySquare AmeriCorps is available to all, without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, or veteran status.

Members are required to call in to the appropriate site supervisor and any relevant site staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism are grounds for suspension and/or dismissal. Members who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Members must have a strong commitment to community service, to communicating effectively with staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong ethic of service (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of host site program, CitySquare and AmeriCorps. Members are required to wear the AmeriCorps logo during service.

Service Conditions:

This service opportunity is highly interpersonal and requires that members serve well with others. Members must be able to accommodate changing service conditions and diverse points of view. Members must learn to balance both program identity and AmeriCorps identity. Equipment used, includes computers, copiers, scissors, glue, staplers, general office supplies, etc.

Qualifications:

Minimum: High school diploma or GED. Interest in serving with vulnerable populations. At least 17 years or older. U.S. Citizen or Permanent Resident. Ability to serve flexible hours as requested - some Saturdays and evenings. Access to reliable transportation to and from host site on a daily basis. Members agree to submit to a criminal background check, as well as the National Sex Offender Registry.

This position has recurring access to vulnerable populations. As such, it requires a three-part National Service Criminal History Check, including an FBI fingerprint background check. Until a member is cleared on all three components, the member is not permitted to have access to vulnerable populations but is confined to training and program development.

**Note: In the event that the COVID-19 pandemic impacts the ability of members to implement in-person service activities, members will conduct aligned teleservice activities. AmeriCorps defines Teleservice as: "meaningfully serving or participating in training from a remote location where a host site supervisor is unable to physically be present, but will verify hours served by an AmeriCorps member."*

Additional Teleservice Qualifications: access to internet, ability to serve remotely, including communication via video conferencing, and ability to serve independently.

Disaster Relief Effort:

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.