A STAR! In Western Maryland
Position Description
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Program Overview
The mission of A STAR! in Western Maryland is to foster a network of local nonprofit organizations, working collaboratively to provide identified direct services within western Maryland to address education, healthy futures, clean energy and unmet human needs. For the 2013-14 program year, ASTAR will focus on feeding the hungry, increase preventative medical and dental services, increase the educational success, environmental outreach, increase the home visit services for elderly and disabled and serve the homeless and veteran population.

Position Overview
AmeriCorps Member will serve as an Outreach Leader in a community-based service site, educational institution or local government agency. The AmeriCorps Member will be responsible for direct service and capacity building within the service site. All AmeriCorps Member activities will focus on Education, Health Futures, Environmental Stewardship, Emergency Preparedness and Other Human Needs.

Scope
A STAR! is a 10-12 month program serving the four westernmost counties in Maryland with Frostburg State University as its intermediary. The program runs from September 1, 2013 through August 31, 2013 with full (1700 hours) and half (900 hours) time members serving the 11-12 months. The quarter (450) and minimum time (300) Education Award Only (EAO) members serve on a abbreviated schedule based on the structure of the program.

Benefits Stipend Members:
• Health Insurance, if not already covered by an existing policy (FT members ONLY)
• Child Care allowance, if eligible (FT members ONLY)
• Bi-weekly living stipend (paid through Frostburg State University)
• Eligibility to receive an educational award in the amount of $5,550 (FT) & $2,750 (PT)-if member successfully completes the program requirements.
• Opportunity for student loan deferment
• FSU identification cards allowing members to attend events
• Specialized training opportunities with CPR and 1st Aide certification

Benefits for EAO Members:
• Eligibility to receive an educational award in the amount of $1,387.50 (QT) and $1,175 (MT) if successfully completing the program requirements.
• Specialized training and development opportunities.
• College credits for specialized courses and programs.
• Serve in a living learning environment.
• Reduced on campus housing if returning the following year and if completing the program.
• Priority registration and housing.
• Leadership opportunities within the university.

**Enrollment Requirements:**
ASTAR requires that all members must be at least 17 years of age at the commencement of service unless a member is out of school and enrolled in a year round youth corps program or a program for disadvantaged youth as defined in Act (42USC12572 (a)9); have a high school diploma or GED; be a US citizen or permanent resident alien; pass a national service criminal history check of the national sex-offender registry, state repository check and FBI fingerprint check; be honorably discharged from the military, currently serving in the National Guard or a member of the military reserve; and complete pre-service orientation and training requirements. Documentation of age, education and citizenship are required prior to service. Criminal history checks will be initiated before the start date of service; an individual will be ineligible if he/she is required to register on the National Sex Offender Registry, has been convicted of murder or fails to disclose any previous convictions. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance to program policy.

**Essential Duty Requirements for ALL Members:**
• Participate in all trainings, service projects and other activities required by ASTAR and partnering service site.
• Participate in National Service Days: Make a Difference Day, Martin Luther King Jr. Day of Service, National Volunteer Week and AmeriCorps Week (additional dates may be added). These projects are identified as part of member’s contract and required activities. Members understand that these activities must fall within the allowable activities and they must abide by the prohibited activities of AmeriCorps.
• Complete and clear FBI Criminal History and sex offender registry.
• Maintain communication between site and supervisors.
• Check and respond to all weekly updates and critical email communications related to program events.
• ALL press releases and promotional materials must be cleared by the A STAR! office to meet regulations within the program and university.
• Demonstrate ability to exercise sound judgment in personal situations related to alcohol and drug use.
• Maintain required service schedule to ensure member is meeting goals and expectations.
• Attend weekly meetings with partnering service site supervisor.
• Track and report ALL direct service activities performed, the number of individuals who have benefitted from the direct service you have provided and any proof of impact. Pictures and stories are great!
• Attend weekly meetings with partnering service site supervisor.
• Track and report ALL direct service activities performed, the number of individuals who have benefitted from the direct service you have provided and any proof of impact. Pictures and stories are great!!
Position Description

For full and part time members focusing on Education, Healthy Futures, Emergency Preparedness and Unmet Needs:

- Provide outreach services to community members as outlined by partnering service site to meet the needs of the individual sites. Examples include but are not limited to: outreach to homeless and/or low-income persons in order to engage them in available programs/resources; outreach to homebound to identify needs and provide resources to meet the needs; provide academic enrichment to identified students; provide educational outreach in the areas of available resources to identified community groups, life skills/job coaching, health and hygiene sessions; environmental stewardship; healthy futures and emergency preparedness.
- Complete any necessary training for member providing academic enrichment or mentoring activities as outline by partnering service site.
- Maintain accurate records of services provided and number of beneficiaries; report data and accomplishments monthly reports which should include photos to enhance the impact of service.
- Complete required trainings for Emergency Response- serve with the Red Cross in compiling emergency kits for distribution.
- Develop community partnerships to support and build capacity within sponsoring service site.
- Provide a trusting environment and atmosphere for all clients being served.
- Track and report the total number of individuals benefitting from the service you as an AmeriCorps have directly provided.

For members focusing on Volunteer Generation

- Complete Volunteer training.
- Recruit, train and place volunteers in ongoing and episodic service activities.
- Serve as the Volunteer Center for the university and surrounding communities/county.
- Design and implement Alternative Break projects.
- Track and report the number of volunteers recruited, trained, placed and the total number of volunteer hours provided.

For members focusing on Environmental Stewardship

- Complete necessary trainings to perform required duties.
- Complete educational trainings, substance abuse trainings and conflict resolution.
- Attend daily team meetings to build teamwork, trust and skills.
- Track and report all outreach opportunities.
- Track and report all environmental projects, clean ups and restorations in monthly reports
- Track and report evidence of the impact your service has had to the community and the environment.
For EAO members (300 MT and 450 QT) focusing on Education, Healthy Futures, Emergency Preparedness and Unmet Needs:

- Provide outreach services to community members as outlined by partnering service site to meet the needs of the individual sites. Examples include but are not limited to: outreach to homeless and/or low-income persons in order to engage them in available programs/resources; outreach to homebound to identify needs and provide resources to meet the needs; provide academic enrichment to identified students; provide educational outreach in the areas of available resources to identified community groups, life skills/job coaching, health and hygiene sessions; environmental stewardship; healthy futures and emergency preparedness.
- Complete any necessary training for member providing academic enrichment or mentoring activities as outline by partnering service site.
- Maintain accurate records of services provided and number of beneficiaries; report data and accomplishments monthly reports which should include photos to enhance the impact of service.
- Complete required trainings for Emergency Response- serve with the Red Cross in compiling emergency kits for distribution.
- EAO members serving with DJS may be required to be trained in the areas of water and fire rescue and other disaster relief exercises.
- Develop community partnerships to support and build capacity within sponsoring service site.
- Provide a trusting environment and atmosphere for all clients being served.
- Track and report the total number of individuals benefitting from the service you as an AmeriCorps have directly provided.

For members focusing on Volunteer Generation

- Complete Volunteer training.
- Recruit, train and place volunteers in ongoing and approved episodic service activities.
- Serve as the Volunteer Center for the university and surrounding communities/county.
- Track and report the number of volunteers recruited, trained, placed and the total number of volunteer hours provided.
- All volunteers must abide by the AmeriCorps prohibited activities while volunteering in an AmeriCorps sponsored event.
- All activities involving volunteer generation/training/management which are sponsored by AmeriCorps members or the program must fall within the guidelines of allowable activities and volunteers must abide by the prohibited activities while volunteering.

For members focusing on Environmental Stewardship (EAO)

- Complete necessary trainings to perform required duties.
- Complete educational trainings, substance abuse trainings and conflict resolution.
- Attend daily team meetings to build teamwork, trust and skills.
- Track and report all outreach opportunities.
- Track and report all environmental projects, clean ups and restorations in monthly reports.
- Track and report evidence of the impact your service has had to the community and the environment.
Skills/Attitude and General Responsibilities

• Be committed to one-year of service.
• Must wear the AmeriCorps logo while tracking service hours.
• Accept responsibility for punctuality, office etiquette.
• Comfortable with taking initiative, problem solving and working independently.
• Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
• Respect confidentiality of clients, staff, and AmeriCorps members.
• Report any accidents, illness, or sickness to site supervisor.
• Possess and instill team spirit, be flexible.
• Access to reliable transportation.
• Ability to communicate orally and in writing.
• Promotional materials or press releases must be submitted and approved by the ASTAR staff prior to release.
• Members may not perform or participate in ANY of the Prohibited Activities while tracking service hours.

It is understood that members will be performing a wide spectrum of direct service activities during their terms of service; members are not to displace an employee or perform clerical/admin duties; and members are not employees of their service site.

Selection Process
To be considered for the ASTAR AmeriCorps program, interested individuals must submit an application to the program or directly to the approved partnering service site (beginning 2012 all initial applications will be completed on line). Staff and supervisors will review all application. Interested applicants may indicate on the application the service site they wish to apply; if nothing is listed the application will be shared with all partnering service. Applications are reviewed for completion and basic eligibility and forwarded to sites to review. Sites are responsible for selecting the individuals they wish to interview. Upon selection the site supervisor and additional staff if requested make the initial contact and interview. Upon selection of identified candidates ASTAR staff further review the application, site interest information and follow up with a formal interview. No individual selected for the program can begin service until they have initiated the criminal history check through Maryland CJIS. In the event the check is returned with a situation in which the member in ineligible to serve (record of murder or listed on the sex offender registry) the tentative appointment is immediately terminated. Members will not be enrolled in the portal until receipt of a satisfactory criminal history report.

Orientation and Training
ASTAR provides a two day orientation followed by a service project to all full and part time stipend members. In addition to pre-service orientation, members receive a one week site specific training followed by monthly service institutes and identified service projects. Trainings will be held regionally to meet the needs of each county and to reduce excess travel. ASTAR provides a two day orientation for Education Award Only members prior to beginning service as well as site specific training. EAO ECHOSTARS (primarily freshman) receive weekly meetings for the first academic semester followed by monthly service institutes and identified service projects. In addition, members live, learn and serve together and are required to attend
weekly meetings, trainings and attend courses together throughout their service year. Training is ongoing for these programs with weekly meetings, weekend projects and ongoing team building to keep the groups focused and motivated. Other EAO members attend monthly service institutes within the region they serve.

**PROHIBITED ACTIVITIES**

ASTAR members and supervisors all receive copies of the Prohibited Activities, these activities are read, reviewed and reinforced throughout the service year. Members sign off on copies of the Prohibited Activities. AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-federal funds. Individuals should not wear the AmeriCorps logo while doing so. ASTAR AmeriCorps members will not be allowed to take part in the following prohibited activities:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
- Providing a direct benefit to any of the following:
  - A business organized for profit.
  - A labor union.
  - A partisan political organization.
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
  - An organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities.
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive.
- Providing abortion services or referrals for receipt of such services.
- Fundraising, except where funds raised go directly to support the AmeriCorps member activities
- Such other activities as the CNCS or GOSV may prohibit.
Supervision and Evaluation
The Site Supervisor provides day-to-day supervision of each ASTAR member within their service site. The Site Supervisor will evaluate the AmeriCorps member’s performance twice per year in accordance to ASTAR’s policies. In addition, the sites will evaluate the impact their members are making in the communities on a quarterly basis and compile a detailed report for the ASTAR office. ASTAR staff conducts routine site visits to ensure program compliance.

Hours- Stipend Members
AmeriCorps member receiving a living stipend will serve approximately 32-40 hours each week; part time will serve approximately 18-22 hours per week. Service hours vary with each site as several residential programs require weekend and evening hours. Some activities, conferences and disaster situations may necessitate service beyond the typical hours; members will not be required to, on average, serve more than 40 hours per week but may elect to serve additional hours. The AmeriCorps member may participate in optional additional trainings or direct service activities at other times, if s/he chooses.
AmeriCorps members serving as EAO member’s service hours vary with each site as several residential programs require weekend and evening hours. On average EAO positions serve between 6 and 18 hours per week depending on their service site and structure. The AmeriCorps member may participate in optional additional trainings or direct service activities at other times, if s/he chooses.

Location
The A STAR! program spans four westernmost counties Garrett, Allegany, Washington and Frederick. Partnering A STAR! service site is required to establish a workstation designated for their AmeriCorps member(s). Each member is to have computer, internet and phone access, desk space and resources necessary to successfully perform their duties. Program trainings and events will be held at locations throughout Maryland and will be scheduled to the best of the program ability to accommodate any travel and time constraints. Regional trainings are scheduled to best accommodate programs with lengthy travel, after school programming and special schedules. Any trainings or events scheduled for down state that are required of members to be in attendance or for members who request to attend transportation and accommodations will be provided or reimbursed. Please note: these special requests are reviewed on a case by case basis.

By signing below you acknowledge that you understand your commitment to service, you understand what is required of you to provide the necessary service and you will perform these duties to the best of your ability.

__________________________________________________
Member Signature

__________________________________________________
Service Site Supervisor Signature