

# AmeriCorps Upstate Team Member

## SERVICE POSITION DESCRIPTION



Are you interested in making a difference in the community?  
Are you able to commit yourself to a year of service helping others?  
Then, we have the right opportunity for you!

AmeriCorps Members will assist low-wealth individuals in becoming part of the [Cycle of Success](#); where children start school prepared to learn and go on to graduate, well-educated graduates find good jobs and create stable homes, and children from stable homes continue the cycle because they start school on track and prepared to learn.

AmeriCorps Members accomplish this by **serving 1700 hours** that focus on financial stability at a partner site. Members will coach clients in ways to increase their personal income, build savings, and gain and sustain assets. There are a **variety of positions available** with different partner agencies in Greenville, Laurens, and Pickens counties. Candidates are matched with a service site during the interview process. AmeriCorps Members will serve **August 7, 2018 through July 31, 2019**. This includes a mandatory two-week orientation.

### Essential Functions

As an AmeriCorps Upstate member, you will be expected to learn and understand the overall workings of the AmeriCorps program and provide financial stability programs and services to the community, including but not limited to:

- **Financial Literacy** | Teaching financial literacy to clients individually or in a classroom setting
  - **VITA** | Volunteer Income Tax Assistance – free tax preparation service
  - **Workforce Development** | Assisting clients with job training and education directly or by referral
  - **Stabilization Services** | Benefit application assistance and connecting clients with community resources
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Additional Required Expectations

- Have a high school diploma or equivalent
- Serve **full-time (36-40 hours / week)** to reach 1700 service hours by end of term
- Work directly with clients
- Pass three criminal history checks
- Attend a two-week orientation
- Earn advanced IRS certification for VITA preparation
- Some nights and weekends expected during tax season (January – April)
- Submit timesheets weekly
- Track program measure data
- Be able to use a computer and Microsoft Office programs
- Some travel required (~10-30% based on position)
- Be at least 18 years old at start of service
- Be a U.S. Citizen, national, or legal permanent resident alien

### Benefits

Full-time members are eligible for a **\$13,732 living stipend** (annual), **health benefits**, **child care benefits** and a **\$5,920 education award**. Federal student loans are eligible for forbearance during service and the interest accrued paid upon successful completion of the program. All Members are provided with **mileage reimbursement** and robust **monthly professional development trainings**.

### How to Apply

- 1) **Create** an account on the nationwide MyAmeriCorps portal: [my.americorps.gov](http://my.americorps.gov)
- 2) **Complete and save** a general team member application
- 3) **Submit** your completed application to our specific listing (AmeriCorps Upstate) here: [my.americorps.gov/mp/listing/viewListing.do?id=51075](http://my.americorps.gov/mp/listing/viewListing.do?id=51075)

*For technical assistance, reach out to the National Service Hotline at 1-800-942-2677.*



To learn more about our program and find answers to FAQs, visit our website [americorpsupstate.org](http://americorpsupstate.org) or reach out to program staff at [americorpsupstate@unitedwaygc.org](mailto:americorpsupstate@unitedwaygc.org).