

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 **servicing 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 is a **variety of positions available** with different partner agencies in Greenville, Laurens, Anderson, and Pickens counties. AmeriCorps Members will serve **from August 12, 2019 through July 31, 2020**. 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:

- **Resource Navigation** | Case management, crisis assistance, and connecting clients with community resources
- **Financial Literacy** | Teaching financial literacy to clients individually or in a classroom setting
- **VITA** | Volunteer Income Tax Assistance – free tax preparation service in the community
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Benefits of a Service Year

Full-time members are eligible for a **\$13,992 living stipend** (annual), **health coverage benefits**, **childcare benefits**, and **federal student loan forbearance** during their term. Upon successful completion of a service term, members are eligible for **payment of accrued interest** on eligible federal loans, and a **\$6,050 education award** toward continued education or student loan repayment. All Members are provided with **mileage reimbursement**, **skill building opportunities**, and robust **monthly professional development trainings**.

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

How to Apply

Our application opens in the spring of each year and stays open until all positions are filled or for one month after orientation, whichever occurs first. If our application is not currently open, send your application to our Program Coordinator at ablakely@unitedwaygc.org.

- 1) When the application is live, **create** an account on the nationwide MyAmeriCorps portal: <https://my.americorps.gov/>
- 2) **Complete and save** a general team member application
- 3) **Submit** your completed application to our specific listing (AmeriCorps Upstate) here: <https://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 or reach out to staff at americorpsupstate@unitedwaygc.org.