

AmeriCorps Upstate Team Member

SERVICE POSITION DESCRIPTION



Fight poverty. Find your path.
www.americorpsupstate.org

Are you interested in making a difference in the community?
Are you able to commit yourself to a year of service helping others?
Join our AmeriCorps team!

We are developing a dynamic team of 23 service-minded, results-driven candidates who will provide direct financial stability services to low-income individuals and families throughout the Upstate of SC, leading them into economic mobility. AmeriCorps Members accomplish this by **servicing 1700 hours** with a partner site over the course of the year. Members will coach clients in ways to increase their personal income, build savings, and gain and sustain assets. Selected candidates will be matched with host organizations in a **variety of positions available** in Greenville, Laurens, Anderson, and Pickens counties. AmeriCorps Members will serve **from mid-August, 2020 through July 31, 2022**. This includes a mandatory two-week orientation provided by program staff from United Way of Greenville County, our grant holder.

Team members learn from experts in the nonprofit field and gain practical experience in community and economic development, community outreach, and more. This is a great opportunity for recent graduates, retirees, or anyone who is interested in starting a career in the nonprofit field. If you have the desire to serve others and have skills or experience related to social services, human services, case management, or community organization, you would be a great fit for our program.

Essential Functions

As an AmeriCorps Upstate member, you will be trained to provide financial stability programs and services to the community, including but not limited to:

- **Resource Navigation** | Case management, crisis assistance, benefit applications through [Thrive Hub](#), and connecting individuals and families with community resources
- **Financial Literacy** | Teaching financial literacy to people individually or in a classroom setting
- **VITA: Volunteer Income Tax Assistance** | Providing free tax preparation services 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 **\$15,100 living stipend** (total amount, paid in part on bi-weekly basis), **health coverage benefits**, **member assistance program**, **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 **\$6,345 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 weekday evenings and Saturday mornings expected during tax season (January – April)
- Submit time sheets 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 résumé to us at apply@americorpsupstate.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: 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, see our current partners, and find answers to FAQs, visit our website americorpsupstate.org or reach out to staff at apply@americorpsupstate.org.