



2024-2025 Service Year POSITION DESCRIPTION

HOST SITE: Williamsport Area School District

HOST SITE ADDRESS: 2780 W Fourth St, Williamsport, PA 17701

MEMBER'S IMMEDIATE SUPERVISOR NAME AND TITLE:

POSITION TITLE:

STEP AmeriCorps Student Mentor

PROPOSED SCHEDULE: *Reduced Full Time Position (1200 Hours) | August 20, 2024-June 6, 2025*

30-35 hours per week on average, largely mirroring the school day with extended time before and after school. Members will take part in service-related training offered by the school district, such as Non-Violent Crisis Intervention.

Monday: 8:30am-4:00pm (30minute break)
Tuesday: 8:30am-4:00pm (30minute break)
Wednesday: 8:30am-4:00pm (30minute break)
Thursday: 8:30am-4:00pm (30minute break)
Friday: 8:30am-4:00pm (30minute break)
Occasional weekday evenings for events and projects
Saturday: occasionally for events and projects
Sunday: occasionally for events and projects

POSITION SUMMARY:

The AmeriCorps members in this position will develop the skills to form positive relationships with students experiencing academic, behavioral, and/or attendance difficulties in school and with their families. The AmeriCorps members will serve as a liaison between families and the school, improving the relationship between the two. S/he will support families to encourage attendance and effort in school. This service position will also serve as a mentor to students to provide opportunities for students to discuss and problem solve rather than react in emotionally charged and conflict situations. S/he will encourage mentees to find pro-social solutions to problems and to seek out those who can assist in resolving the issues faced. Each member will be assigned approximately twenty highly at-risk students to mentor and will perform check-in and check-out contacts with those students twice weekly, or more often per instructions from the site supervisor. These contacts will be recorded for student tracking and member evaluation purposes. Each member will participate in team meetings at least weekly to update the team (AmeriCorps members, supervisor, and school staff) on the attendance, behavioral, and academic status of assigned mentees. Members will actively promote mentee involvement in extracurricular activities

SERVICE POSITION DESCRIPTION

that will enhance mentees' connection to the school. The AmeriCorps members will also support students' success through improving school attendance by contacting parents of absent students to encourage attendance and securing required documentation.

Members must have all clearances before serving Vulnerable Populations. This AmeriCorps service description was developed for AmeriCorps service, not staff or volunteers. AmeriCorps members do not replace staff.

POSITION BENEFITS:

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| Living Stipend: \$13,750 (\$625 bi-weekly) |
| Health Insurance (for qualified members) |
| Forbearance on qualifying student loans while serving and interest accrual payment upon program completion |
| Segal Education Award upon program completion: \$5,176.50 |
| Child Care Allowance (for qualified members) |
| Experience and training |
| National service organization membership and alumni services |

QUALIFICATIONS AND SKILLS REQUIRED:

- Bachelor's degree in education, human services or a related field; or the combination of education and experience enough to demonstrate possession of the required knowledge, skills and abilities; or College Degree or presently pursuing degree; or High school diploma, with a minimum of one year of experience with on the job interpersonal communications;
- Clean Criminal History Clearances; Act 34 Pennsylvania State Police Criminal History, Act 151 Pennsylvania Child Abuse, and Act 114 FBI Criminal History clearances;
- Valid driver's license; and,
- Physical ability to perform essential job functions without any health restrictions including the ability to move freely about the school, to sit, stand, carry twenty pounds unassisted, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice.

COMMUNITY NEED:

Approximately 120 of the 1400+ students in the Williamsport Area High School have demonstrated themselves to be at risk of failure to graduate or be prepared for post-secondary educational or employment opportunities. Factors contributing to this risk include family disorganization, lack of parental support, homelessness, residential transience, poverty, familial drug/alcohol abuse, lack of important adult support for the importance of education, and others. Those who fail to graduate (over 15% of the four-year-cohort measure) generally cannot secure family-supporting employment, are more frequently involved in crime and represent a higher-than-average proportion of the incarcerated population. Members serving the Intervention Counselor extend the school's ability to engage and support these students and move them toward earning a credential that will improve their chances of success after high school by serving as mentors who can connect students to needed services and support them in accessing these services.

SERVICE POSITION DESCRIPTION

ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:

- Meet and form relationships with identified students;
- Make student contacts relative to school attendance;
- Monitor student behavior in the classroom;
- Make appropriate referrals, with follow-up, to community advocacy groups, as necessary;
- Do check-in and check-out with students per prescribed schedule;
- Discuss problems with students, referring students to appropriate resources in the school and community;
- Make home visits to form relationships with students' families;
- Discourage physical responses to conflicts among students;
- Organize parent engagement activities;
- Make home visits to engage parents in support of educational goals;
- Act as a liaison between home and school, ensuring open communication between both entities;
- Maintain and update familiarity with all pertinent regulations and policies;
- Provide daily guidance to program participants;
- Make home visits to assess child's developmental needs;
- Make parent contacts to support school attendance; and,
- Provide classroom support for issues regarding mentees.

All STEP AmeriCorps members are required to perform the following list of AMERICORPS related duties and events:

- Attend mandatory Corps Team meetings;
- Complete mandatory AmeriCorps monthly service and outcome reports;
- Complete mandatory weekly time logs in a timely fashion;
- Complete mandatory journals;
- Develop, plan and participate in various mandatory AmeriCorps events such as Martin Luther King, Jr. Day of Service, AmeriCorps Week activities and other service projects; and,
- Participate in host site and AmeriCorps trainings as scheduled.

ACCESS TO VULNERABLE POPULATIONS:

Position will have recurring access to vulnerable populations.

I verify that I have reviewed and understand the STEP AmeriCorps member position description.

AmeriCorps Member Print Name

AmeriCorps Member Signature

Date

I verify that I have reviewed and understand the STEP AmeriCorps member position description.

SERVICE POSITION DESCRIPTION

Site Supervisor Print Name

Site Supervisor Signature

Date

PROHIBITED ACTIVITIES:

Citations:

45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm

2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and,
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services*; and,
- k. Such other activities as CNCS may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

SERVICE POSITION DESCRIPTION

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g. promotion of the Census, education about the importance of the Census) do not align with AmeriCorps state and national objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above 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 above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

AmeriCorps members are prohibited from displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Non-displacement.

- a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- d. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;

SERVICE POSITION DESCRIPTION

- iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- v. Employee who is on strike or who is being locked out.

I verify that I have reviewed and understand the prohibited activities.

AmeriCorps Member Print Name

AmeriCorps Member Signature

Date

I verify that I have reviewed and understand the prohibited activities.

Site Supervisor Print Name

Site Supervisor Signature

Date