



Position Descriptions

...describe a particular role with a community partner

Partner	Details	Contacts
Name	Habitat for Humanity (Sample)	
Address	123 Habitat Road Habitat Town, New Jersey 12345 United States	
Phone Number		
Fax Number		
Positions	Habitat Program Assistant Habitat Project Coordinator	

<< Previous | Next >>

Title	1 Habitat Project Coordinator
Description	2 Habitat for Humanity is a nonprofit, ecumenical housing organization building simple, decent, affordable housing in partnership with people in need. Project coordinators help coordinate volunteers for building blitzes each term, helping with research, translating written information, and collecting oral histories from Habitat participants. The Coordinator will also serve on HfH committees including construction, family services, finance, & public relations/development. 3

There can be more than 1 position at a service site

A Good Position Description Includes:

1

A descriptive **title** (that does not include "tutor" or general terms like "volunteer" or "intern"). *Think of your placement in terms of a job title, using resume-wording.*

A description that contains:

2

A 1-sentence description of the **community partner/ specific program** (mission, values, non-profit status). *Especially ensure the non-profit status of healthcare centers & hospitals.*

3

A 2 or 3-sentence description of the **nature of the placement** that includes:

- position responsibilities/duties
- issue areas being encountered (*i.e. hunger, literacy*)
- beneficiaries of the service (*i.e. elderly, at-risk youth*)

Summary:

Position Descriptions describe a particular job at a service site.

Community Learning Agreements illustrate the specific activities that a student is doing in that position for that particular term.



Bonner AmeriCorps Reminders

Prohibited Activities

- **Partisan political activity** (voter registration, campaigning, rallying, picketing)
- **Religious activities** (proselytizing, teaching Bible study)
- **International focus** (serving in another country or for the benefit of others in another country)
- **Administrative focus** (clerical work cannot be a primary focus of the placement)
- **Activities providing abortion services** or referrals for receipt of such services

Other Notes

- **Fundraising** is approvable, but only up to 10% of the member's hours commitment
- **Outreach vs. In-reach:** positions should serve the off-campus community or be working toward the potential development of such outreach

For more information on prohibited activities and other program guidelines:
<http://bonnernetwork.pbworks.com/Bonner+AmeriCorps+Manual+-+Member+Home+Page>