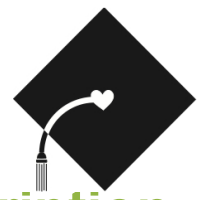


Tips and Tricks



...for writing the ideal position description

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, and day care centers.*
 - 3 A concise and clear description of the **nature of the placement** that includes:
 - position responsibilities/duties
 - issue areas being encountered (*i.e. hunger, literacy*)
 - 4 A 1-sentence description of the **population being served** such as:
 - at-risk youth
 - underserved elderly in area
 - 5 Any relevant **caveat sentences** that apply to that particular position. You may copy and paste these directly into your position description if applicable. See these below.



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>

Caveat Sentences (*to ensure eligibility*)

The sentences below serve as examples (that you can even copy and paste) into the end of position descriptions as you see fit.

SAMPLE PHRASING FOR ALL POSITIONS:

This organization is a non-profit.
The services provided at this organization are free and open to the public.
This non-profit serves XX population (typically underserved or at-risk).

SAMPLE PHRASING FOR AMERICORPS ELIGIBLE POSITIONS:

This position does not displace a paid employee.
AmeriCorps students in this position will log no more than 10% of their hours toward fundraising.

RELIGIOUSLY AFFILIATED ORGANIZATIONS

This position involves no religious proselytizing and is open to all members of the community regardless of their religious or spiritual beliefs.

POLITICALLY AFFILIATED ORGANIZATIONS

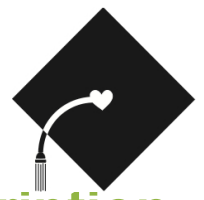
This position involves no partisan political activity or campaigning.

HEALTHCARE ORGANIZATIONS

This position involves no abortion referrals or related services.

Tips and Tricks

...for writing the ideal position description



Sample Position Descriptions

<i>Sample Description</i>	<i>Edit Concerns</i>	<i>Great Description</i>
Academic Mentor @ Springfield Elementary Helps kids in after school program. Plans lessons and activities.	<ul style="list-style-type: none"> - not in complete sentences - lacks a partner description - lacks a description of the social issue/population being served 	Academic Mentor @ Springfield Elementary Springfield Elementary is a local public school for grades K-4. Academic Mentors assist in the after school program, mentoring at-risk youth through activities and study sessions. Mentors address literacy issues and discuss them with school teachers.
Volunteer @ Campus Service Center The University Center for Civic Engagement, encouraging all students to engage in service.	<ul style="list-style-type: none"> - the title is too general - lacks a description of the position activities - lacks a description of the social issue/population being served 	Program Assistant @ Campus Service Center The University Center for Civic Engagement encourages all students on campus to engage in service. The Program Assistant will work with a variety of the Center's programs, most specifically in issue-based impact assessment, the on-campus ESL program for university staff members, and the annual volunteer fair. These activities are meant to leverage the service of other students out in the community.
Senior Intern @ Campus Bonner Program The Bonner Program is part of the Center for Civic Engagement, encouraging all students to engage in service. The Senior Intern supports the Bonner Program.	<ul style="list-style-type: none"> - lacks a description of the position activities - lacks a description of the social issue/population being served 	Senior Intern @ Campus Bonner Program The Bonner Program is part of the Center for Civic Engagement, encouraging all students on campus to engage in service. The Senior Bonner Intern works in the Center to develop and manage civic engagement projects for the program and campus, to communicate and serve as an staff support person for community partners, to create and run trainings and reflections for Bonners that ensure high-quality service and student development, and to foster connections across campus, with alumni, and in the community.
Administrative Assistant @ American Red Cross The American Red Cross is a national non profit. The Administrative Assistant helps the Executive Director in completing tasks.	<ul style="list-style-type: none"> - the partner description lacks information - the position is too administratively focused; no clear indication of direct contact with population being served/issue area addressed - lacks a description of the position activities 	Program Assistant @ American Red Cross The American Red Cross is a national non profit focused on emergency response relief. The Program Assistant supports the Executive Director in the first aid training programs, area blood drives, local relief support programs, and some administrative assistance. This position serves the local community in need of disaster response and emergency relief services.
Gardener @ Downtown Community Garden The Downtown Community Garden is a non-profit organization that promotes healthy eating, a healthy environment, and positive community building. Gardeners help us maintain the space.	<ul style="list-style-type: none"> - the title is not inherently focused on human need - lacks a description of the position activities - lacks a description of the social issue/population being served - may present some challenges on fundraising (asset raising) in terms of the position being overly focused on giving the food away — positions like these should focus on community education 	Environmental Education Assistant @ Downtown Community Garden The Downtown Community Garden is a non-profit organization that promotes healthy eating, a healthy environment, and positive community building. The Environmental Education Assistant promotes this mission through various programming such as tours, trainings, and presentations to community members such as youth, elderly, and service clubs. Occasionally, their work leverages the donation of food to area agencies focused on hunger.