

## AmeriCorps Position Description

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| <b>Host Site: Inner City Christian Federation</b> | <b>Member Name:</b>            |
| <b>Site Supervisor: Berniz Constanza Terpstra</b> | <b>Program Year: 2017-2018</b> |

| <b>AmeriCorps Member Activities and Steps Checklist</b>   | <b>Planned Period of Work</b>         |
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| <b>Goal 1: MFOC Member will participate in personal and professional development opportunities throughout service year.</b>   | September 2017 – September 2018       |
| <b>Activity 1: Participate in ICCF Orientation and Trainings.</b><br><br>Step 1: Receive introduction and orientation to ICCF organization, both programs and people.<br>Step 2: Receive introduction to ICCF work station, including computers, databases, phones, and server.<br>Step 3: Shadow various ICCF employees to get a better understanding of the organization as a whole.          | September 2017– September 2017        |
| <b>Activity 1 Comments/Summary of Accomplishments:</b>  | Activity 1 Completed (date):<br><hr/> |
| <b>Activity 2: Participate in AmeriCorps trainings and program requirements.</b><br><br>Step 1: Attend MFOC Member Orientation and Michigan’s AmeriCorps Member Celebration.<br>Step 2: Attend and participate in additional AmeriCorps trainings throughout year.<br>Step 3: Participate in the two National Days of Service and the annual Russ Mawby Signature Service Project.              | September 2017 – September 2018       |
| <b>Activity 2 Comments/Summary of Accomplishments:</b>  | Activity 2 Completed (date):<br><hr/> |
| <b>Activity 3: Build personal and professional skills.</b><br><br>Step 1: Participate in additional trainings throughout year, including webinars and off site trainings.<br>Step 2: Attend networking events, and assist with marketing ICCF at resource fairs.<br>Step 3: Complete a professional development plan that will build on already established skills as well as develop new ones. | September 2017 – September 2018       |

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| <b>Activity 3 Comments/Summary of Accomplishments:</b>  | <b>Activity 3 Completed (date):</b><br>_____ |
| <b>Goal 2: MFOC member will and facilitate financial education trainings and workshops for clients and the community.</b>   | September 2017-August 2018                   |
| <b>Activity 1:</b> Learn and develop curriculum based on available resources<br><br>Step 1: Review all available training materials<br>Step 2: Independently research best practices/education methods<br>Step 3: Practice presenting alongside an ICCF educator  | September 2017- November 2018                |
| <b>Activity 1 Comments/Summary of Accomplishments:</b>  | <b>Activity 1 Completed (date):</b><br>_____ |
| <b>Activity 2:</b> Member will assist with Introduction to Homeownership, Financial Capabilities classes, and Rent this way workshops<br><br>Step 1: preparing materials and assist with registration during classes<br>Step 2: connecting with the community and marketing classes<br>Step 3: teaching a portion of the classes                        | September 2017- August 2018                  |
| <b>Activity 2 Comments/Summary of Accomplishments:</b>  | <b>Activity 2 Completed (date):</b><br>_____ |
| <b>Activity 3:</b> Add to ICCF capacity by facilitating additional Financial Capability Workshops.<br><br>Step 1: Partner with other ICCF staff to plan for additional classes.<br>Step 2: Facilitate additional classes.<br>Step 3: Conduct pre-tests and post-tests to participants, gathering results and compiling for AmeriCorps program director. | November 2017 – September 2018               |
| <b>Goal 3:</b> Planning and orchestrating a Volunteer Income Tax Assistance site(s) within their community  | September 2017- April 2018                   |
| <b>Activity 1:</b> member will coordinate with the United way VITA tax coordinator<br>Step 1: recruit volunteers<br>Step 2: solicit space, donations, and grants<br>Step 3: market the opportunity to the community   | September 2017- April 2018                   |
| <b>Activity 1 Comments/Summary of Accomplishments:</b>  | <b>Activity 1 Completed (date):</b><br>_____ |

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| <b>Goal 4:</b> the member serving in this position will plan and facilitate a local Show Me the Money Day event  | September 2017-September 2018                |
| Step 1: by building partnerships<br>Step 2: Build a SMTMD team to help with event planning<br>Step 3: creating marketing materials and plans<br>Step 4: recruiting volunteers and soliciting in-kind donations<br>Step 5: Execute SMTMD event successfully<br>Step 6: Conduct pre-tests and post-tests to participants, gathering results and compiling for AmeriCorps program director. | September 2017-September 2018                |
| Activity 1 Comments/Summary of Accomplishments:  | <b>Activity 1 Completed (date):</b><br>_____ |
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**SUCCESSFUL CANDIDATES WILL POSSESS:**

- Passion for and commitment to achieving justice and equity in housing
- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal
- Effective communication skills – verbal, written, presentation– with audiences diverse in age, race, etc.
- Racial and cultural competence - an understanding of the role of race, culture, class and power and the willingness to disrupt patterns of inequity inherent in systems and institutions
- Ability to build relationships quickly and authentically
- Willingness to collectively and personally work to close persistent opportunity gaps based on race, class, culture and power
- A sense of optimism and an assets-based way of viewing people and situations
- Knowledge of culturally responsive adult instruction
- An orientation towards problem-solving– experience identifying root causes and developing results-oriented solutions
- Collective Responsibility – strong commitment to team with colleagues and partners by holding responsibility for successes and growth opportunities
- Demonstrated experience working in collaboration with others to effect change

**APPLICATION SUBMISSION INFORMATION:**

Please submit your resume with a cover letter to [hr@iccf.org](mailto:hr@iccf.org) at the attention of Berniz Constanza Terpstra, Education Manager by Friday, July 18, 2017. ICCF is an EEO employer.