



Position Description Worksheet

2020 - 2021

Application Deadline: March 13, 2020

Applications received after the deadline will be reviewed on a rolling basis.

Sponsor/Position Information

Position Title:

Sponsoring Organization Name:

Sponsoring Organization Address:

Sponsoring Organization's Mission:

Goals for the ECO AmeriCorps Position:

Essential Functions. Functions that applicant must be able to perform. These may be listed in bullet form:

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows. These may be listed in bullet form:

Please list any clothing/equipment the member will need that you cannot provide (i.e. hiking boots, waders, rain gear, etc.). As the host site you are responsible for providing all tools and technical equipment needed for the position (i.e. computer, phone, GPS, etc.).

Desired Qualifications:

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.

Service Conditions. Please identify the conditions under which the position must be accomplished (e.g. Service is to be performed primarily outdoors, in an office setting, irregular hours, etc.).

ECO AmeriCorps positions begin in September, 2020 and end in August, 2021.

This position is:

Full Time: Requires a minimum of 1,700 hours for an average of at least 36 hours per week for the 11-month service term. Member will receive a living allowance of \$17,300 (pre-tax), and an education award of \$6,195 (pre-tax) upon successful completion of service. Other benefits include health insurance, child-care assistance, forbearance for qualifying student loans, and various training opportunities.

This position (check one):

Does...

Does Not...

...have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

Site Contact Information

Site Contact Person Name:

Address:

Phone Number:

Email Address:

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For additional information, visit our website at <http://ecoamericorps.vermont.gov>
or contact us at anr.ecoamericorps@vermont.gov.

Additional information on AmeriCorps is available at <http://www.americorps.org>.

The Vermont Department of Environmental Conservation is sponsoring this AmeriCorps position through its AmeriCorps Program. The State of Vermont is an Equal Opportunity Employer. Positions are open to all applicants without regard to race color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion, or creed.