

FOIA MARKER

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USDA [Department of Agriculture]/AmeriCorps-Position Descriptions

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KEY DUTIES OF AGENCY STATE AMERICORPS COORDINATORS

- 1) Work with all partner organizations to ensure that applications for sites include community service objectives that specify concrete, measurable goals in keeping with the vision of AmeriCorps.
- 2) Ensure that all partner organizations understand what activities are acceptable for AmeriCorps, as well as what activities are prohibited --- such as routine office work, lobbying or advocacy work, fundraising, duplicating the work of existing employees, grant writing, directly aiding for-profit entities, etc.
- 3) Coordinate state-wide activities to recruit highly qualified and highly diverse AmeriCorps Members.
- 4) Train all AmeriCorps Members in the legal and programmatic requirements of AmeriCorps at the start of their term of service.
- 5) Regularly monitor service activities at all sites to ensure that all Members are on track towards accomplishing the community service objectives previously agreed upon with the Department.
- 6) Report significant problems, concerns, and success to the Washington office on a regular basis.
- 7) Facilitate frequent "cluster" meetings for all AmeriCorps Members.
- 8) Complete, check for accuracy, and submit all required forms and contracts in a timely manner.
- 9) Compile, check for accuracy, and submit one aggregate quarterly progress for the state each reporting period and one aggregate year-end report at the end of the service year.
- 10) Make a recommendation to the Washington office as to which sites should be renewed the following year.

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