

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	

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Title	<ol style="list-style-type: none"> Habitat Project Coordinator
Description	<ol style="list-style-type: none"> 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.

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

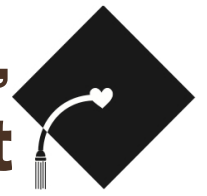
- **Partisan political activity** (voter registration, campaigning, rallying, picketing)
- **Religious activities** (proselytizing, teaching Bible study)
- **International focus** (serving in another country or for the benefit of others in another country)
- **Administrative focus** (clerical work cannot 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>

“CLA” Community Learning Agreement



...describes a student's specific position activities for a particular term

CLA Information

Title Habitat Project Coordinator
Service Partner Habitat for Humanity (Sample)
Semester Fall 2010
Status Active

Position Description This semester, I will be a Project Coordinator for Habitat for Humanity. I will coordinate bi-weekly building blitzes for campus volunteers, research recruitment strategies to attract more volunteers, and complete the 2009-2010 oral history project that I have been working on over the past 2 terms. These projects will benefit Habitat and the local homeless community. These projects will enhance Habitat's community outreach, campus connections, and documentation process (oral history project).

- 1
- 2
- 3

This should say
CLA Description --
we'll fix this soon!

Useful Tips:

- Students serving in the same position should have distinct CLAs.
- Think of CLAs as a way to measure, track, and plan your impact through your placement.
- Students with a history of good CLAs should be able to trace their developmental progress.

A Good CLA Description

An effective Community Learning Agreement should **build off of the position description**, adding particular details that **describe the measurable impact** of your service:

- 1 The **specific activities** that are being completed or worked on during that particular term
- 2 The **beneficiaries** of the service for that particular term
- 3 The **overall impact or outcome** of the service for that particular term

For more information, read our expanded guide “CLAs: Making Them Great” at <http://bonnernetwork.pbworks.com/CLAs-Making+Them+Great>

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

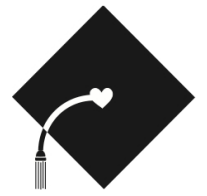
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- **Outreach vs. In-reach:** positions should serve the off-campus community or be working toward the potential development of such outreach

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Training and Enrichment (T&E)

...describes events, meetings, or trainings that enrich service work

Training & Enrichment Event	
Title	1 Bonner Dinner Discussion: Sustainability
Description	2 Join us for a dinner and discussion on potential campus sustainability initiatives. A panel of students and faculty from the Campus Sustainability Board will lead the discussion and the event is open to all students. This event will deal with issues of social justice, community building, and sustainability.
	3

A Good T&E Description Includes...

1 An **event title** that includes the main topic (if the title is not descriptive enough on its own).

A **description** that is 1-3 sentences long and contains:

2 A **description of the event's** content, participants, and purpose

3 The Bonner Program **skills, knowledge areas, or common commitments** that were addressed



Skills	Knowledge Areas	Common Commitments
Evaluation/Research	Diversity/Inclusion	Civic Engagement
Active Listening	Homelessness	Social Justice
Organization/Planning	Conservation	Diversity
Public Speaking	Violence Prevention	International Perspective
Reflection	Poverty Reduction	Community Building
Time Management	Hunger Relief	Spiritual Exploration

Check out the full list in your BWBRS drop-down box, "Topic Areas", when adding a new T&E Event

Training and Enrichment Events Should...

- create relationships between Bonners and others on campus and in the community
- be arranged to facilitate the student development model
- engage with the Bonner Program's common commitments



Bonner AmeriCorps Reminders

Prohibited Topics

- **Partisan political events** (voter registration, campaigning, rallying, picketing)
- **Religious events** (proselytizing, teaching Bible study)
- **International events** (engaging with issues or individuals on an international level)
- **Fundraising** is approvable, but only up to 10% of the member's hours commitment (this includes planning for fundraisers)
- **Outreach vs. In-reach:** positions should serve the off-campus community or be working toward the potential development of such outreach

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Make it Great!

...examples on how to best edit your BWBRS entries



Position Descriptions		
Sample Description	Edit Concerns	Great Description
<p>Academic Mentor @ Springfield Elementary Helps kids in after school program. Plans lessons and activities.</p>	<ul style="list-style-type: none"> - not in complete sentences - lacks a partner description - lacks a description of the encountered issue areas 	<p>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.</p>
<p>Volunteer @ Campus Bonner Program The Bonner Program is part of the Center for Civic Engagement, encouraging all students to engage in service and advocacy.</p>	<ul style="list-style-type: none"> - the title is too general - lacks a description of the role - lacks a description of encountered issue areas 	<p>Impact Intern @ Campus Bonner Program The Bonner Program is part of the Center for Civic Engagement, encouraging all students to engage in service and advocacy. The Impact Intern will work with the Center Coordinator to research and measure community impact in issue areas such as early education, the environment, and elderly healthcare.</p>

CLA Descriptions		
Sample CLA	Edit Concerns	Great CLA
<p>Jack, Academic Mentor I help kids in an after school program and plan lessons that are fun and educational.</p>	<ul style="list-style-type: none"> - activities could be more specific (i.e. math tutor, lesson plans on conflict resolution) - does not go into detail about the beneficiaries (kids) - does not discuss impact 	<p>Jack, Academic Mentor I work with 5 at-risk 3rd grade students on math skills and conflict resolution. By the end of this term, I would like their quiz grades to be higher on average. This service will supplement their education with extra skill-building opportunities.</p>
<p>Jill, Impact Intern This semester I want to learn more about resume building and public speaking, so I'll focus on those opportunities in my service work.</p>	<ul style="list-style-type: none"> - no description of activities - no description of beneficiaries - does not discuss impact 	<p>Jill, Impact Intern This semester I'll be working on the environment campaign, which will connect needy parks and public spaces with campus volunteers. I'll be assessing the outcome of those volunteers at the end of the term through partner and public surveys.</p>

Training and Enrichment		
Sample T&E	Edit Concerns	Great T&E
<p>Bonner Dinner Let's get together and eat!</p>	<ul style="list-style-type: none"> - title is not specific enough (main purpose?) - no mention of common commitments or skills 	<p>Bonner Dinner: Alumni Networking Come for dinner with Bonner alumni to learn networking and resume strategies to "sell" your Bonner experience!</p>
<p>Get Out and Serve! Community building, networking</p>	<ul style="list-style-type: none"> - title is not self-evident (what could this mean?) - no mention of the event's actual content 	<p>Get Out and Serve! Campus-Wide Service Fair This 1-time service event is available to all Bonners. Volunteers will help run the service fair, designed to boost a spirit of campus-wide civic engagement.</p>