

## Generic AmeriCorps Position Description Template

**Program Year:** 2026

**Note:** This is a **sample/generic position description** intended to provide structure and ideas for host sites.

Please be sure to **tailor this position listing** to reflect your organization's **specific AmeriCorps role**, activities, schedule, learning objectives, and expectations.

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### ◆ **Program Title:**

**Salt Lake County Most Vulnerable Populations AmeriCorps Member**

**Host Site:** [Insert Host Site Name]

**Position Title:** [Insert Specific Title, e.g., "Housing Navigator AmeriCorps Member"]

**Reports To:** [Insert Supervisor Name/Title]

**Location:** [Insert City/Location]

**Service Term:** [Insert Term, e.g., "12 months/900 hours, 12months/675 hours, January 2026 – December 2026"]

**Hours:** [Insert Schedule, e.g., "Monday–Friday, 9:00 AM–5:00 PM. Occasional evenings/weekends. Flexible schedule available."]

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### ◆ **Program Overview**

Salt Lake County's **Vulnerable Populations AmeriCorps Program (MVP)** is a State and National AmeriCorps program focused on **Economic Opportunity** and **Health Access**.

AmeriCorps members serve in local agencies to reduce barriers to housing, employment, and healthcare access for vulnerable populations such as:

- People experiencing homelessness
- Refugees and immigrants
- Justice-involved individuals
- Youth and transitional age adults

The MVP Program meets internship requirements for students in:

**Social Work • Public Health • Psychology • Sociology • Social Justice • Nonprofit Management • Public Relations • Criminal Justice**, and more.

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### ◆ Position Summary

AmeriCorps members serve directly with individuals and families to support housing stability, employment, and access to services. The member functions as a navigator, advocate, and support system, helping clients overcome systemic barriers.

This is a hands-on opportunity to gain meaningful experience in **social services, public health, and nonprofit work**, while also serving your community.

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### ◆ Primary Service Activities

#### ◆ System Navigation & Resource Access

- Serve as a point of contact for community resource navigation.
- Help clients apply for services and attend appointments.
- Make referrals and provide warm handoffs to community partners.

#### ◆ Housing Placement & Stability

- Identify housing options for individuals and families.
- Support clients in applications, move-in, and landlord coordination.
- Provide ongoing support and individualized self-sufficiency plans.
- Host activities that promote housing retention and community engagement.

#### ◆ Employment Services

- Conduct job readiness assessments and goal setting.
- Assist clients with job searching, resumes, and applications.
- Provide one-on-one job coaching and teach internet job-search skills.
- Promote and host employment-related workshops or classes.

#### ◆ Volunteer Coordination

- Recruit and manage volunteers to assist with client services.
- Plan and support volunteer-led activities such as workshops, events, or outings.
- Track volunteer hours and impact.

#### ◆ Data & Record Keeping

- Maintain accurate and timely service logs and case files.

- Collect data for reporting on housing, employment, and service access.
- Track unduplicated numbers served and volunteer engagement.

#### ◆ **Training & Development**

- Participate in regular supervision, AmeriCorps trainings, and host agency meetings.
- Attend MVP AmeriCorps orientation, service projects, and site monitoring visits.
- Learn about Housing First, Trauma-Informed Care, and systemic issues impacting vulnerable populations.

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#### ◆ **Learning Objectives**

AmeriCorps members will gain experience and develop skills in:

- Case management and direct client service
- Trauma-Informed Care and Housing First approaches
- Resource and system navigation
- Public health and social services
- Communication and advocacy with diverse populations
- Partnership-building and nonprofit operations

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#### ◆ **Minimum Qualifications**

- Must pass FBI, State, and National Sex Offender Registry background checks
- High school diploma or GED (some college preferred)
- U.S. Citizen, U.S. National, or Lawful Permanent Resident
- Commitment to the term of service

#### **Preferred Qualifications:**

- Strong interpersonal and communication skills
  - Ability to work independently and on a team
  - Interest in social services, health equity, or community impact
  - Professionalism, empathy, and cultural humility
  - Basic computer skills and willingness to learn data entry systems
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### ◆ **Benefits**

- **Living Allowance:** [Insert Amount]
  - **Segal Education Award:** {insert amount} upon successful completion of service
  - **Professional Training & Development**
  - **Networking and Career Exploration Opportunities**
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### ◆ **To Apply**

Email: [Insert Email]

Apply online: [Insert Website or AmeriCorps Application Link]