



# MEMBER SERVICE DESCRIPTION

Name:

## I. Site Info

*Site Name and Location:*  
*Site Contact: Name/Title/Phone*  
*Fax/Email:*

### Pennsylvania Parks & Forest Foundation/AmeriCorps Project

#### Pennsylvania Parks & Forest Foundation

**Marci Mowery** President  
 105 North Front Street, Suite 305  
 Harrisburg, PA 17101  
 mmowery-ppff@pa.net  
 (717) 236-7644

#### Clear Creek State Park

Sean Benson  
 38 Clear Creek State Park Rd.  
 Sigel, PA 15860  
 sebenson@pa.gov  
 (814) 752-2368

#### Moraine State Park

Dan Bickel  
 225 Pleasant Valley Rd.  
 Portersville, PA 16051  
 dbickel@pa.gov  
 (724) 368-8811

#### Parker Dam State Park

Deanna Schall  
 28 Fairview Rd.  
 Penfield, PA 15849  
 dschall@pa.gov  
 (814) 765-0630

## II. Service Details

*AmeriCorps Objectives*

*TUTORING: Members will provide tutoring to students, primary in grades K-8, who have been identified as by teachers, parents, school administrators or IEPs as academically deficient in a target subject area. Services will be provided in a one-one-on or small group setting, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies with the goal of increasing student performance by of 1 grade level in his/her target subject area over the course of the academic year and ensuring each student is promoted or graduates.*

*MENTORING: Members will provide social and behavioral enrichment activities such as teambuilding, mentoring, and study skills instruction to students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies with the goal of increasing student's social and behavioral performance.*

*SERVICE-LEARNING AND VOLUNTEER RECRUITMENT: AmeriCorps members will recruit and engage volunteers and service-learning participants by spending approximately 2 hours per week making phone calls and personal contact. Volunteers will be utilized in both episodic and ongoing capacities, to assist in member's projects and assignments.*

*Service Activities and Responsibilities:*

#### **FOCUS-SPECIFIC RESPONSIBILITIES:**

*The Pennsylvania Parks and Forests Foundation Keystone SMILES AmeriCorps members will work to engage youth and senior citizens in outdoor recreation and volunteerism in our state parks and state forests. The member will develop the protocol for engaging these populations in a mentoring*

relationship, working side-by-side to bring our youth in contact with our senior population, by working with school groups, youth organizations, and club development.

The member will work closely with education staff in state parks and state forests to develop programs that are safe, educational and fun. He/she will apply risk management skills, team building skill, and educational knowledge in developing the program. All service will be documented to inform future programs, and to serve as a role model for a state wide effort.

**COMMUNITY SERVICE-LEARNING / CIVIC RESPONSIBILITY**

- a. Be an active participant by engaging youth and adults as volunteers in planned community service activities that address local needs and support Keystone SMILES AmeriCorps objectives;
- b. Serve as an ambassador for Keystone SMILES AmeriCorps. (Wear appropriate SMILES/AmeriCorps attire.)
- c. Serve as a positive role model of citizen service for youth and community members.
- d. Demonstrate an appreciation for the meaning and value of service.
- e. Strengthen communities by empowering citizens to participate as volunteers in civic service. Actively develop civic skills to maximize one's effectiveness.

**DATA COLLECTION - MINIMUM REQUIREMENTS**

- a. Report Service Outcomes in surveys via web-based reporting system.
- b. Complete and submit Service Data Reports.
- c. To meet agency Performance Measures, each member is expected to:
  - Recruit and Engage a minimum of 35 Volunteers or Service-Learning Students
  - Generate a minimum of 175 volunteer service hours per member (Approximately 5 hours per volunteer/service-learning student)
  - Serve a minimum of 40 students per member
  - Evaluate all students using Student Progress Reports or Social/Behavioral Rubrics

In order to enroll as an AmeriCorps member, a candidate must:

- be a United States Citizen, a national of the United States, or a lawful permanent resident alien of the United States,
- be at least 17 years of age
- obtain a high school diploma or its equivalent, before completing the program, or before utilizing an education award.

In addition, this specific position requires:

- Bachelors degree or an equivalent life experience in Outdoor Recreation, Environmental Education, Education, or related fields.
- Excellent written and oral communications skills, as well as interpersonal skills
- Must have own car (position related transportation expenses will be reimbursed)

**III. Logistical Info**

	<b>9-12 MONTH TERMS</b>	<b>5-8 MONTH TERMS</b>	<b>3 MONTH TERMS</b>
<b>Full-Time:</b>	38-42	NA	NA
<b>Half-Time:</b>	20-25	26-40	NA
<b>Quarter-Time:</b>	9-14	15-20	35-40

All AmeriCorps members are required to:

- Take un-clocked, unpaid mealtime breaks, which should be reflected on individual timesheets;
- Wear the nametag provided by Keystone SMILES AmeriCorps during all service hours.

**Position Requirements/Qualifications:**

**Average Weekly Hours:**

**Additional Info**  
(parking, transportation, ID, etc.):

Please complete the following:

**Who may sign the member's timesheets?**

**Primary:**

Name: \_\_\_\_\_, Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Alternative 1:**

Name: \_\_\_\_\_, Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Alternative 2:**

Name: \_\_\_\_\_, Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**At what address will the member's service take place, if different from above?**

**Tentative Weekly Schedule:**

Please note: Members may be assigned as part of their service schedule, to support community events and activities. Most of these activities take place during evening and weekend hours, outside the regular weekly service schedule. Members are expected to volunteer service hours, at the discretion, and under the supervision of their Host Site Supervisor. Hours are to be

recorded on regular, weekly timesheet.

Community Projects and Events participation must still meet Keystone SMILES' AmeriCorps Performance Measures and may not include activities AmeriCorps or Keystone SMILES prohibit.

I verify I have read and understand the above expectations regarding member performance.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host Site Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_