



IOWA COVID-19 RESPONSE MINIMUM TIME AMERICORPS MEMBER

Emergency Services Specialist at Community Action of Eastern Iowa
Term Length: **300 hours**
Service Location: Davenport IA
Subject to a 3-part criminal history check? **X** Yes No

Start Date: 28 September 2020
End Date: April 2020
Living Allowance: **\$2,700**

Description of anticipated service schedule: Flexible hours
The member will serve a **part-time** schedule, averaging **10-15** hours per week.

*Sick or personal days are allowed, but members lose possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

Site Specific Member Service Activities:

- Members will accept requests for food and diapers, fill food pantry boxes using an established electronic application and dispatching system.
- Members will provide doorstep delivery of food and diapers, and document assistance provided.
- Members will fill shelf-stable food boxes by household sizes.
- Members will assist with replenishing the agency's food inventory.
- Members will provide customer service to households requesting diapers and food and will provide troubleshooting whenever concerns arise.
- Members will work with the agency to improve the quality and nutritional impact of delivered food in the future by participating in customer satisfaction surveys and follow-up.
- Members will develop a new program to provide personal hygiene items, and will transition this service from a paper form to a payment-free e-commerce site, emphasizing customer choice.
- Members will assist households as they access utility bill assistance by conducting outreach, making reminder calls, assisting with online application processes, and by helping families collect and submit the proper documentation for the program.

Qualifications:

- Must be 17 years of age or older by start date
- Must have a high school diploma or equivalent, or be in process of completion
- Must be either a citizen, national, or lawful permanent resident alien of the United States
- Must pass mandatory pre-service background checks
- [Click or tap here to enter text.](#)

Benefits and Evaluation Requirements:

- A living allowance of **\$2,700** will be paid to help meet the necessary living expenses incurred while serving in the AmeriCorps program. The living allowance will be divided evenly across the term of service and paid every two weeks via direct deposit.
- Upon successful completion of the term of service, the member will receive a Segal Education Award of **\$1,311.11** from the National Service Trust. AmeriCorps members age 55 or older at the start of service can transfer the award to a child or grandchild.
- Student loan deferment, forbearance or forgiveness opportunities are available depending on the type of student loan. It is the member's responsibility to obtain information about whether their loan(s) qualify for this benefit. This is not an automatic benefit of the program.
- Training and professional development related to the knowledge and skills required for service, as well as training specific to the community the member serves. The member will receive an **end of term** evaluation.



Member Signature _____ Date _____

Program Representative Signature _____ Date _____