COMMON MISTAKES
What to Avoid When Posting Member Assignment Listings

Program Start/End Dates and Accepting Applications Dates

**PROBLEM:** The listing below was reviewed on 11/15/2015. The Program Start/End Date is correct, but the Accepting Applications date is set in the past.

**SOLUTION:** Be sure the Accepting Applications range is updated. The listing will not be searchable in the Portal if it is set in the past.

Two Line Summary: is building a world class primary care center that is dedicated to serving special populations, improving patient health outcomes, and building healthy communities.

| Member Duties: | AmeriCorps members will serve in a variety of positions throughout the organization. All positions are designed to increase access to health care for America's underserved populations and develop tomorrow's health care workforce. Members will be placed in positions based on their interests, skills and career goals. A mix of office work and community work can be expected and will vary based on the position. In addition to the primary duties of each position, members will have the opportunity to do a variety of organized service projects with their fellow members throughout the state. Monthly team meetings give members an opportunity to receive training on different topics, share their experiences, bond with team members, and learn more about AmeriCorps. and The position also provides members with professional development training and opportunities to explore other areas of interest within the organization. |
| Program Benefits: | Stipend, Childcare assistance if eligible, Training, Health Coverage, Education award upon successful completion of service, Living Allowance. |
| Terms: | Car recommended, Permits attendance at school during off hours. |
| Service Areas: | Children/Youth, Community Outreach, Homelessness, Health, Community and Economic Development, Education. |
| Service Description: | Provides individuals the chance to gain relevant community health experience, build professional skills, explore career opportunities, and serve in a fun and active group environment. Our ideal candidate is a dedicated, self-starter who has an |
Prohibited Activities

**PROBLEM:** Service description includes “members provide youth advocacy”. Advocacy related to political activities or lobbying is an unallowable activity.

**SOLUTION:** Remove unallowable activity and consult with your Program Officer for further clarification. List of prohibited activities may be found [here](#).

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**Education Award or End of Service Stipend**

**PROBLEM:** Program Benefits says “Choice of Education Award or End of Service Stipend.” State and National members do not have the option to choose an award other than the Segal Education Award. This choice is offered only to VISTAs.

**SOLUTION:** Remove this verbiage and be sure to include “Education award upon successful completion of service” only for all AmeriCorps members.
Program Benefits

**PROBLEM:** This listing does not include childcare assistance if eligible in Program Benefits.

**SOLUTION:** Be sure to include living allowance (or stipend), health coverage, childcare assistance and education award in Program Benefits for full-time work schedules (with the exception of EAPs, Partnership Challenge, Professional Corps). Part-time and less (e.g. summer positions) require a minimum of education award.
Vague Member Duties

**PROBLEM:** The program used vague language when describing Member Duties such as “other duties as assigned.” This could potentially lead to prohibited activities and to responsibility drift in which members could be displacing employee duties.

**SOLUTION:** Carefully detail what the member will be doing during service and avoid vague verbiage such as "other duties as assigned".
How to Correctly “Hide” a Listing

PROBLEM: I need to know how to delete an old or no longer needed listing.

SOLUTION: The Portal doesn’t allow listings to be deleted, but you can “hide” them. Edit your listing through eGrants and click “No” when asked “Do you want to make this listing available now?” This will effectively “hide” the intended listing.

Value of Using Modification Comments

PROBLEM: The program had erroneously entered a maximum age limit and resubmitted the same mistake after follow up with the Program Officer.

SOLUTION: The program used the Modification Comments to articulate their action so CNCS Staff was able to more easily determine if there was a technical issue.
Age Requirement

**PROBLEM:** The maximum age is set at 55 and there should be no maximum age range. This could lead to potential age discrimination (with the exception of Youth Corps or EnCorps programs).

**SOLUTION:** Please set the maximum age limit at “none” or 99 and above. Also, be sure to save all the way to the end so that the eGrants system records the change properly.

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### Two Line Summary:
The Associate will be responsible for participating in finding solutions to increase living conditions and services for young people in a wide variety of team and community projects with community members and partner agencies. This will include identifying potential solutions to increase health and wellness for young people in Hidalgo County. Staff, other AmeriCorps members, and community partners will design and implement quality community based service learning projects to support identified solutions. They will recruit and train younger volunteers to support and maintain program goals into the future. They will evaluate, share, and advocate for results with the community.

### Member Duties:
- Identify potential solutions to increase health and wellness for young people in Hidalgo County.
- Facilitate and participate in a number of team and community projects with community members and partner agencies.
- Recruit youth volunteers to assist with identification, planning, and implementation of projects.
- Help with efforts of agency and program development.
- Assist with communicating awareness of community issues and outreach for agency programs.
- Represent and promote AmeriCorps appropriately within the community.
- Directly support other program initiatives, as appropriate.

### Program Benefits:
Education award upon successful completion of service.

### Terms:
None

### Service Areas:
Community Outreach

### Skills:
General Skills, Team Work

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### Program Type:
AmeriCorps State / National

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### Program Start/End Date:
10/05/2015 - 06/01/2016

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### Age Requirement:
Minimum: 17, Maximum: 55

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Please allow 48 to 72 hours for review after posting.

For more information, please contact your CNCS Program Officer.