

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 .

Skills : Community Organization , Veterans , Communications , Youth Development , Public Health , Team Work , General Skills , Computers/Technology , Social Services , Education , Non-Profit Management .

Service Description : provides individuals the chance 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

SUMMARY	
Program Type:	AmeriCorps State / National
Program	
Program Code	
Program Start/End Date	08/25/2015 - 06/25/2016
Work Schedule	Full Time
Education level	College graduate
Age Requirement	Minimum: 18 Maximum: None
Program Locations	CONNECTICUT
Languages	Spanish preferred not required
Accepting Applications	From 02/26/2015 To 10/14/2015

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](#).

Service Areas : Children/Youth .

Skills : Writing/Editing , Leadership , Education , Team Work , Public Speaking , Youth Development , General Skills , Communications , Fine Arts/Crafts , Conflict Resolution , Teaching/Tutoring , Community Organization , Social Services , Recruitment .

Service Description is seeking 1 full time AmeriCorps Member to work with our Independent Living Program. AmeriCorps members support and sustain the statewide comprehensive effort to improve California's Child Welfare System. Utilizing former foster youth as AmeriCorps members, members provide youth advocacy and youth engagement with foster youth in the Independent Living Program (ILP). provides foster youth with information on life skills, relationships, sex education, education, employment, peer pressure, permanency and self-esteem. This position will focus on Expectant and Parenting Youth (EPY) issues. Members will serve as a broker to provide referrals and links youth to community resources. Members also provide youth voice in all aspects of the EPY project with

Program Locations CALIFORNIA	
Languages	English
Accepting Applications From 10/01/2015 To 11/06/2015	
Contact	
Submitted By :	

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.

<p>Two Line Summary: provides direct economic empowerment to survivors and children affected by domestic violence.</p> <p>Member Duties : The includes two positions: The Economic Empowerment Specialist and the Youth Program Specialist. Please contact for a position description and if you are interested in serving your AmeriCorps*State term with The mission of is to end intimate partner violence, promote healthy relationships and engage communities through social change, economic empowerment, educational opportunities and other prevention strategies.</p> <p>Program Benefits : Choice of Education Award or End of Service Stipend , Education award upon successful completion of service , Childcare assistance if eligible Health Coverage .</p>	<p>AmeriCorps*State</p> <table border="1"> <tr> <td colspan="2">SUMMARY</td> </tr> <tr> <td>Program Type:</td> <td>AmeriCorps State / National</td> </tr> <tr> <td colspan="2">Program</td> </tr> <tr> <td colspan="2">Program Code</td> </tr> <tr> <td colspan="2">Program Start/End Date 09/01/2014 - 08/31/2015</td> </tr> </table>	SUMMARY		Program Type:	AmeriCorps State / National	Program		Program Code		Program Start/End Date 09/01/2014 - 08/31/2015	
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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. Part-time and less (e.g. summer positions) require a minimum of education award.

Two Line Summary: The [redacted] AmeriCorps program mobilizes people from all walks of life for 11 months of full-time environmental service, giving them the skills and opportunities needed to create change.

Member Duties : [redacted] AmeriCorps members will build capacity in the community by engaging volunteers and residents in cultivating plants and young trees at our nursery, planting and caring for trees in neighborhoods, schools and parks, and educating residents on environmental issues. Members will build relationships with existing volunteers, and recruit and engage new ones. This entails office work such as correspondence, scheduling appointments, planning logistics, GIS Mapping and detailed data entry, as well as field work necessary for project preparation, and project day execution. Proportion of field to office work varies with program assignment. Other roles include conducting classroom and community presentations, and representing [redacted] at various community outreach events. Technical training and experience gained as an Urban Forestry Specialist will help prepare members for arborist certification.

Program Benefits : Stipend , Training , Education award upon successful completion of service , Health Coverage .

Terms : Permits working at another job during off hours , Uniforms provided and required , Permits attendance at school during off hours .

Service Areas : Children/Youth , Neighborhood Revitalization , Community and Economic Development , Environment , Education , Community Outreach .

Skills : Community Organization , Environment , Communications , Youth Development , Computers/Technology , Public Speaking , Conflict Resolution , Team Work , Education , Leadership , Recruitment , Writing/Editing , Non-Profit Management , Urban Planning .

Service Description : [redacted] is a non-profit urban forestry and environmental action organization, located in San Jose, CA. The mission of [redacted] is to cultivate a greener, healthier urban environment and a renewed sense of community by involving Silicon Valley residents in the understanding, planting, and care of the urban forest. In this program.

SUMMARY	
Program Type:	AmeriCorps State / National
Program	
Program Code	
Program Start/End Date	01/12/2016 - 07/12/2016
Work Schedule	Full Time
Education level	College graduate
Age Requirement	Minimum: 18 Maximum: None
Program Locations	CALIFORNIA San Francisco/Oakland/San Jose
Languages	Not required but desirable English
Accepting Applications	From 10/01/2015 To 12/31/2015

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.

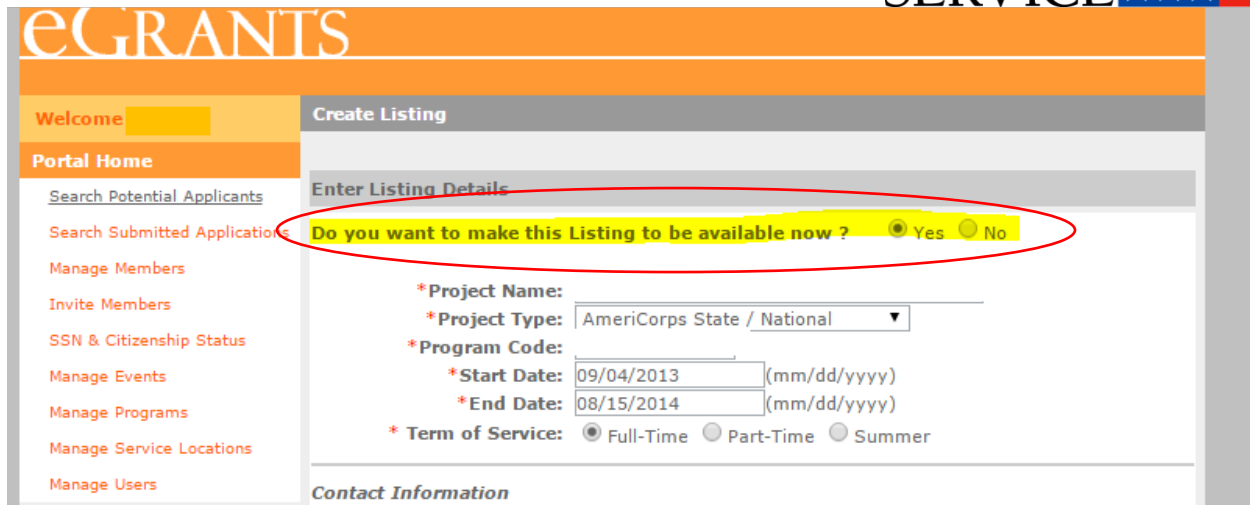
SOLUTION: Carefully detail what the member will be doing during service and avoid vague verbiage such as “other duties as assigned” and “etc.”

<p>Two Line Summary: is an organization promoting health careers. This is for a college student who would like to learn more about the non-profit healthcare environment and programs that promote healthcare.</p> <p>Member Duties : -Assist with leg work associated with the development of health careers summer academies for high school and undergraduate students -Develop materials promoting student pathway programs via flyers, newspaper articles, school newsletters, school announcements, email blasts, telephone calls and teacher announcements -Exercise your creativity through researching, designing, and leading a variety of age-appropriate activities such as games, discussion groups, etc. -Assist in the development and upkeep of media and materials that include FACEBOOK, newsletters, press releases, photos, website, and other promotions -Other duties as assigned</p> <p>Program Benefits : Education award upon successful completion of service .</p> <p>Terms : None</p> <p>Service Areas : Environment , Education , Community Outreach , Health .</p> <p>Skills : None</p> <p>Service Description : is an organization working to promote health careers for students from rural areas. This opportunity is ideal for a college student who would like to learn more about the non-profit healthcare environment and the policy and development programs that promote quality healthcare in southwest New Mexico and beyond. The position is supervised and mentored by a diverse staff specializing in healthcare workforce development. The goal of this position is to increase awareness and be part of the workforce development in healthcare careers that is engaged in</p> <p>Modification Comments : typo</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SUMMARY</th> </tr> <tr> <td style="width: 30%;">Program Type:</td> <td>AmeriCorps State / National</td> </tr> <tr> <td>Program</td> <td></td> </tr> <tr> <td>Program Code</td> <td></td> </tr> <tr> <td>Program Start/End Date</td> <td>05/01/2016 - 07/10/2016</td> </tr> <tr> <td>Work Schedule</td> <td>Part Time</td> </tr> <tr> <td>Education level</td> <td>High school diploma/GED</td> </tr> <tr> <td>Age Requirement</td> <td>Minimum: 17 Maximum: 34</td> </tr> <tr> <td>Program Locations</td> <td>NEW MEXICO</td> </tr> <tr> <td>Languages</td> <td></td> </tr> <tr> <td>Accepting Applications</td> <td>From 09/17/2015 To 10/01/2015</td> </tr> <tr> <td>Contact</td> <td></td> </tr> <tr> <td>Submitted By :</td> <td></td> </tr> </table>	SUMMARY		Program Type:	AmeriCorps State / National	Program		Program Code		Program Start/End Date	05/01/2016 - 07/10/2016	Work Schedule	Part Time	Education level	High school diploma/GED	Age Requirement	Minimum: 17 Maximum: 34	Program Locations	NEW MEXICO	Languages		Accepting Applications	From 09/17/2015 To 10/01/2015	Contact		Submitted By :	
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[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.



eGRANTS

Welcome [redacted] **Create Listing**

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users

Enter Listing Details

Do you want to make this Listing to be available now ? Yes No

*Project Name: _____

*Project Type: AmeriCorps State / National

*Program Code: _____

*Start Date: 09/04/2013 (mm/dd/yyyy)

*End Date: 08/15/2014 (mm/dd/yyyy)

*Term of Service: Full-Time Part-Time Summer

Contact Information

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.

■

Two Line Summary: The Associate will be responsible for participating in finding solutions to increase living conditions and services for young people in _____

Member Duties : •Identify potential solutions to increase health and wellness for young people in _____ Facilitate and participate in a wide variety 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 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 .

Service Description : The Associate will be responsible for participating in finding solutions to increase living conditions and services for young people in Hidalgo County. They will work with _____ staff, other AmeriCorps members, and community partners to 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 celebrate results with the community .

SUMMARY	
Program Type:	AmeriCorps State / National
Program	
Program Code	
Program Start/End Date	10/05/2015 - 08/01/2016
Work Schedule	Part Time
Education level	
Age Requirement	Minimum: 17 Maximum: 55
Program Locations	NEW MEXICO
Languages	
Accepting Applications	From 10/01/2015 To 08/01/2016

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.

Program Benefits : Education award upon successful completion of service .


Terms : None

Service Areas : Community Outreach .

Skills : General Skills , Team Work .

Service Description : The Associate will be responsible for participating in finding solutions to increase living conditions and services for young people in . They will work with staff, other AmeriCorps members, and community partners to 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 celebrate results with the community.

Modification Comments : We have tried to remove the maximum age but the system doesnt change it

Program Start/End Date	10/05/2015 - 08/01/2016
Work Schedule	Part Time
Education level	
Age Requirement	Minimum: 17 Maximum: 55
Program Locations	NEW MEXICO
Languages	
Accepting Applications	From 10/01/2015 To 08/01/2016
Contact	

Please allow 48 to 72 hours for review after posting.

For more information, please contact your CNCS Program Officer.