



AmeriCorps Upstate

Name of Service Site: *United Way of Pickens County*

Title of AmeriCorps Position: Assets Attainment Specialist

Type of Position: *Full-Time*

Program Overview:

AmeriCorps Upstate addresses the current economic hardships of the Upstate of South Carolina by placing AmeriCorps Members in nonprofits throughout seven counties in the Upstate. Members help economically disadvantaged individuals increase their personal income, build savings, and gain and sustain assets. The multi-county collaborative has come together and committed itself to the AmeriCorps program, knowing that no one agency or program can do this most challenging work on its own. United Way of Greenville County serves as the grantee and administrator for this effort.

Service Site Organization's Mission and/or Vision:

The United Way of Pickens County's mission is to mobilize the caring power of Pickens County to improve communities and individual lives in measurable and lasting ways.

AmeriCorps Member Position Overview:

United Way of Pickens County has 6 AmeriCorps positions, including an AmeriCorps Team Leader position, and a Financial Literacy Specialist. Both the Team Leader and Financial Literacy Specialist will serve at United Way, while the other 4 members serve at community agencies in Pickens County: The Goodwill Job Connection, the Dream Center, Behavioral Health Services of Pickens County, and Pickens County Department of Social Services. All applicants must send applications to and be interviewed first at United Way of Pickens County. They may then be asked to interview at one of the community agencies. AmeriCorps Upstate Members assist economically disadvantaged individuals to increase their personal income, build savings, and gain and sustain assets. The AmeriCorps Member will serve August 16, 2017 through July 31, 2018. These are full time positions which require a minimum of 1700 hours of service.

Members will learn and understand the overall workings of the AmeriCorps program and provide basic financial stability programs and services to economically disadvantaged individuals in the community, which include:

- **VITA** (Volunteer Income Tax Assistance) and MyFreeTaxes
- **Workforce Development** (assisting clients with job training and education)
- **Stabilization Services** (assisting clients with The SC Benefit Bank* and other stability services)
- **Financial Literacy** (Money Smart classes, teach basic financial literacy to clients)

AmeriCorps members are provided with orientation and training in regard to all program services. They receive free training and certification from both the IRS and the SC Benefit Bank. Members attend monthly leadership development training sessions at United Way of Greenville County.

*Members are prohibited from assisting Benefit Bank clients in completing voter registration.

Minimum Requirements:

- Be at least 17 years of age or older.
- Have a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202 and other background check qualifications determined by the host organization.
- Computer skills including MS Office applications

Essential Functions:

- The member will prepare basic income tax returns as needed through the tax season with VITA and may be required to serve in the evening or on Saturdays. They may be required to prepare tax returns at sites in Pickens County other than their regular AmeriCorps site. During the tax season, the member may spend little, if any, time at their assigned AmeriCorps site.
- The member will attend AmeriCorps Team meetings at United Way of Pickens County as requested, usually weekly, except during tax season.
- The member will assist in the promotion and marketing of VITA and MyFreeTaxes.
- The member will assist in the recruitment of VITA volunteers.

Additional Responsibilities:

Although not essential position functions, the AmeriCorps Upstate Member may also be responsible for the following as needed:

- Assist other departments in major projects as needed as it relates directly to AmeriCorps or financial stability work.
- Perform other duties as assigned as it relates directly to the AmeriCorps program or financial stability.
- Teach Money Smart classes at sites other than their assigned AmeriCorps site, such as local schools or service agencies.
- Assist with the training of VITA volunteers.
- Assist with planning and implementing orientation and thank-you events for VITA volunteers.

Physical, Emotional, and Intellectual Demands:

To perform the services successfully, the AmeriCorps member should demonstrate the following competencies to perform the essential functions of this position:

- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Work Independently** – The ability to be a self-starter and accomplish tasks independently and without constant direct supervision.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion and allows ample opportunities for supervisor to adjust deadlines
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Awareness and Sensitivity to the External Environment** – Situational awareness; is aware of the organizations that they represent, including UWASC, AmeriCorps SC, CNCS, and the Host Site's position in the community and the affect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
- **Sedentary Work:** Member is required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally and all other sedentary criteria are met.
- **Physical Activities:**
 - **Manual Dexterity:** Picking, pinching, typing or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.

- Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly or quickly.
- Listening: Ability to receive detailed information through appropriate communication.
- **Visual Acuity:** Member is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Service Conditions:** Member is subject to both inside and outside environmental conditions.

Benefits:

This position is eligible for a living allowance, education award, health benefits and childcare assistance. The stipend for this position is \$549.13 distributed twice a month and may not exceed \$12,630 for the term of service. The education award for this position is \$5,815.00 and can be transferred to a family member.

Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award.

Reasonable Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Application

For more information about this position, please send a resume to email Jeremy Price, Manager of Programs and Initiatives, at jprice@uwpickens.org.