

Montana Campus Network for Civic Engagement AmeriCorps Position Description (APD)

Position Title: MCNCE AmeriCorps College Coach Please note, no other titles should be assigned to these members.
Project Intermediary: Montana Campus Network for Civic Engagement Hosting Organization: Click or tap here to enter text. Community Partner(s): Click or tap here to enter text.
Project Start Date: September 3, 2025 Project End Date: July 31, 2026
Project Focus Areas: College Attainment & Educational Equity

AmeriCorps Position Objectives and Member Activities	
Goal(s) of the AmeriCorps Project: Click or tap here to enter text.	
<p>Objective: Complete orientation and establish plan to track performance measures.</p>	<p>Member Activity: The member will participate in Pre-Service Orientation (PSO) upon beginning service.</p> <p>Member Activity: The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the host site and communicate any project questions to the host site supervisor and/or the Montana Campus Network for Civic Engagement AmeriCorps Manager.</p> <p>Member Activity: The member will review their AmeriCorps Position Description and become comfortable with the goals, objectives, and activities it contains.</p>
<p>Objective: Determine the role of the campus/community partner in the AmeriCorps project.</p>	<p>Member Activity: The member(s) will meet with the campus/community partner to discuss collaborative opportunities and potential.</p> <p>Member Activity: The member will maintain regular communication with the campus/community partner.</p>
<p>Objective: Participate, plan events, as well as recruit and engage volunteers in National Days of Service including 911, MLK Jr. Day and Global Youth Service Day.</p>	<p>Member Activity: The member(s) will participate in September 11 National Day of Service and Remembrance.</p> <p>Member Activity: The member(s) will participate in MLK Jr. Day: Read for Peace Activities including planning activities in the local community, recruiting volunteers, and participating in reading.</p> <p>Member Activity: The member(s) will plan a service project in the local community and engage the students they serve for Global Youth Service Day.</p>

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Compensation & Benefits
<p>Living Allowance: TBD – distributed over 11 months. At TBD bi-weekly through July 31, 2026. <i>Distributed every two weeks. Subject to federal and state taxes.</i></p> <p>Education Award: \$7,395</p>

Awarded after final day of service. Members who are age 55+ on the first day of service have option to transfer award to children and grandchildren.

Relocation Assistance: \$150. Only available to members relocating 50 or more miles. Disbursed only after arrival on site.

Public Benefits: AmeriCorps members receive special consideration when applying for SNAP. As per Federal guidelines, the Living allowance is not counted as income. We will provide income verification and documentation of Federal guidelines.

Emergency Expense Allowance: Subject to approval. Administered by the AmeriCorps Member Support Unit. Applicable to extraordinary costs, such as reimbursement for theft, fire loss, or special clothing necessitated by severe climate.

Health Coverage: Yes. Members may instead elect to apply for Medicaid, or remain on their own plan, a family plan, or a spouse's plan.

Mental Health Support: Yes, for those electing the AmeriCorps health coverage plan. Includes access to teletherapy.

Member Assistance App: Yes, all members provided with 24/7 access to the [All One Health](#) with mental health, legal, financial wellness, medical and more resources. The portal & app also includes 80+ Soft Skills Courses and thousands of articles, podcasts and well-being resources.

Outside Employment: Permitted. Site Supervisor Approval required for members to seek outside employment so long as it does not interfere with their service activities.

Childcare Assistance: Yes. Eligibility determined by the AmeriCorps Childcare Program.

Time Off: Personal Leave: 10 Days. Medical Leave: 10 Days. Emergency Leave: Subject to approval.

Federal Noncompetitive Hiring: Not available in this position.

Employers of National Service Preference: Eligible. All AmeriCorps members can qualify for preferential treatment when applying to jobs with organizations which classify themselves as Employers of National Service.

Education Award Match Eligibility: Subject to institutional policies. Please check with campus offices of financial aid to learn if you may be eligible for an institutional match when education award funds are applied to tuition or attendance costs.

Qualifications Overview

This AmeriCorps position requires the service member to have a set of knowledge, skills, and abilities (KSAs), and it is these KSAs that set the qualifications for the position. Certain qualifications are deemed essential to this position and to be eligible for the role, you are required to meet these qualifications. Other qualifications are recommended for this role, and will be used to select amongst candidates who otherwise meet the required qualifications.

Candidates who are able to meet a qualification with the support of a reasonable accommodation are considered as meeting the qualification requirement. Reasonable accommodations will be determined pursuant to the Americans with Disabilities Act (ADA) and other applicable legislation.

Required Qualifications

Attention - Candidate can concentrate on one task over a period of time; can switch their attention between different tasks within a short period of time; and can give their full attention to what other people are saying.

Cognition - Candidate can apply their prior knowledge and experiences to their activities; can understand the implications of new information; can remember information such as words, numbers, pictures, and procedures; can observe patterns; and can apply rules to categorize, sort, or order things.

Computer Input - Candidate has the ability to operate computer programs through an input device (e.g., a computer keyboard or adaptive technology).

English Language - Candidate is able to express themselves in English and comprehend information communicated in English.

Office Procedures - Candidate has basic knowledge of common office procedures and project management systems. These include knowledge of at least one word processing program (e.g., Microsoft Word, Google Docs, or Apple Pages), and at least one spreadsheet program (e.g., Microsoft Excel, Google Sheets, or Apple Numbers).

Problem Solving - Candidate can apply critical thinking, deductive reasoning, and inductive reasoning to develop and evaluate solutions to problems; can generate original and creative ideas related to a topic; can identify information they are missing and ask appropriate questions to get that information; and can consider relative costs and benefits to identify the best actions to take in response to a problem.

Time Management - Candidate can meet deadlines and arrive at appointments on time.

Written Expression & Comprehension - Candidate can communicate effectively in writing as appropriate for the needs of a defined audience and can read and understand information that is presented to them in writing.

Recommended Qualifications

Basic Mathematics - Candidate can perform basic arithmetic operations (i.e., addition, subtraction, multiplication, and division), and basic statistical operations (e.g., taking the average of several numbers).

Non-Profit Organizations - Candidate has knowledge of the structure, operation, and purpose of non-profit organizations in the United States.

Oral Comprehension & Expression - Candidate has the ability to listen to and understand information and ideas presented through spoken words and sentences and can communicate information and ideas in speech so others will understand.

Project Management - Candidate has knowledge of planning and coordinating activities to accomplish complex projects, and can monitor and assess the performance of themselves and others to make improvements.

Minimum Eligibility Requirements

In order to be eligible to participate in the MCNCE AmeriCorps program, a candidate must meet all of the following eligibility criteria.

Eligibility. [§ 2522.200](#) An AmeriCorps participant must –

(1) Be at least 17 years of age at the commencement of service with parental permission (sign waiver to use Education Award after graduating high school);

(2) Have a high school diploma or its equivalent; or

- Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
- Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
- Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);

(3) Be a citizen, national, or lawful permanent resident alien of the United States;

(4) Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).

(b) Written declaration regarding high school diploma sufficient for enrollment. For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in paragraph (a) of this section relating to high school education, a program need not obtain additional documentation of that fact.

(c) Primary documentation of status as a U.S. citizen or national. The following are acceptable forms of certifying status as a U.S. citizen or national:

(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;

(2) A United States passport;

(3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;

(4) A certificate of birth-foreign service (FS 545) issued by the State Department;

(5) A certification of report of birth (DS-1350) issued by the State Department;

(6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or

(7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

(d) Primary documentation of status as a lawful permanent resident alien of the United States. The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

(1) Permanent Resident Card, INS Form I-551;

(2) Alien Registration Receipt Card, INS Form I-551;

(3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or

(4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

ADA/EOE/AA/Veteran's Preference: MTCC is an administrative unit of the University of Montana. Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.