

LifeBridge Economic Opportunity Corps Service Description 2022-2023

Member Name	
Member Service Title	Financial Literacy Coordinator/2-1-1 Specialist
Program	LifeBridge AmeriCorps One United Way Square Charleston, WV 25301
Name of Service Site & Physical Address	
Number of Members Covered Under This Description	
Member Service Summary	LifeBridge Financial Literacy Coordinators will help economically disadvantaged adults access services and resources to meet their basic needs.
LifeBridge Specific Functions of Member's Service	<ul style="list-style-type: none"> - Assist 50 economically disadvantaged adults with financial literacy - Assist individuals to receive the resources they need through WV 2-1-1 (if applicable) - Complete free tax assistance for 10 adults through VITA (if applicable)
Site Specific Functions of Member's Service	
Qualifications	<ul style="list-style-type: none"> - Must be 18 years or older - Must be a high school diploma or its equivalent - Must be a Citizen, National, or Lawful Permanent Resident Alien of the United States - Satisfy the National Service Criminal History Check eligibility requirements - Must be willing and able to complete all VITA specific training requirements - Must be willing and able to complete all Money Smart specific training requirements

Term of Service	Start Date: End Date: Full-Time To successfully complete the term of service: <ul style="list-style-type: none"> - Member must complete 1,700 hours between the dates above - Member must complete all timesheets, monthly reports, and attend all required Volunteer West Virginia and LifeBridge trainings - Member must serve the full twelve months of their contract
Time Requirements	LifeBridge Financial Literacy Coordinators/2-1-1 Specialists are expected to: <ul style="list-style-type: none"> - Serve 35-40 hours per week as required by their site - Attend LifeBridge Orientation - Attend all LifeBridge bi-monthly trainings - Attend all Volunteer West Virginia trainings and events - Complete 2 service projects (MLK Day & AmeriCorps Week)
Orientation and Training	<ul style="list-style-type: none"> - LifeBridge Orientation: in Charleston - Site Orientation: First Day of Service at Site - LifeBridge Bi-Monthly Trainings - Volunteer West Virginia Swearing-In - Volunteer West Virginia Regional Trainings
Benefits	<ul style="list-style-type: none"> - \$6,495 Segal Education Award if member successfully completes the service requirements - \$16,502 living allowance distributed in equal monthly payments - Healthcare, if applicable - Child care, if eligible - Member Assistance Program (MAP) - Student Loan forbearance and interest payments, if member qualifies
Evaluation	<ul style="list-style-type: none"> - Members and Site Supervisors will complete mid-year and end of year evaluations
Supervisor Name Job Title Email Phone Number	

I agree that the information in this service description is accurate & reflects the tasks the LifeBridge AmeriCorps member will be doing while serving at our site.

Site Supervisor's Signature

____/____/____
Date

Member's Signature

____/____/____
Date

LifeBridge AmeriCorps Director's Signature

____/____/____
Date