



MEC Summer Corps Position Description

Position Title: Michigan Education Corps (MEC) Summer Corps Member

Reports To: Site Supervisor, Program Staff

Position Summary

The MEC Summer Corps Member will serve at a partner organization and will expand or add to the service site's capacity to respond to the community's recovery efforts for local and statewide emergencies caused by and/or compounded by Covid-19. COVID-19 recovery-related service could include a combination of several service activities such as MEC Reading and Math Intervention and/or COVID Recovery Services. Members serve at least 37.5 hours per week. This is an AmeriCorps service member position.

Essential Functions

- Fulfill the duties and tasks outlined by the assigned service site in its MEC Service Site Plan; this service expands the service site's capacity to respond to significant needs in their community related to local and statewide emergencies caused by and/or compounded by Covid-19.
- Serve PreK-grade 8 students by delivering an abbreviated, research-based version of the MEC Reading Corps and Math Corps programs consisting of 1:1 or small group instruction using research-based intervention and materials provided by MEC. MEC will provide training to members for this service only.
- Provide services such as implementing site-based curriculum/intervention for academics or social emotional learning at a summer school or childcare program; general youth enrichment programming, e.g., sports, music; food service assistance, e.g., food delivery, meal preparations, serving meals; and/or other Covid-19 recovery related activities, e.g., PPE distribution, assisting with vaccine scheduling/distribution, etc.
- Follow protocols in reporting on duties and tasks completed, including impact to the greater community.
- Follow all required safety procedures at the service site.
- Submit timesheets regularly as required by the program.
- Demonstrate regular, timely attendance at the service site. Adhere to a regular schedule of in-person, virtual or hybrid service, determined by the service site. Hybrid service is a combination of in-person and virtual service.
- Communicate regularly and effectively with the Program Staff, Site Supervisor, and other service site personnel.
- Commit to serve the full service term, serving at least 37.5 hours per week to total at least 300 hours during the service term.
- Attend all required training sessions and meetings as required by the program and/or service site; travel as necessary.

Minimum Qualifications

- Must be 18 years of age or older by your start date.
- Basic computer skills, including the ability to navigate online systems and email.

Michigan Education Corps does not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations are provided upon request. This document is available in alternative formats.

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- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.

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