

**Position Description**  
 Community Action Fellows  
 Program Year 2024-2025



*Break A Difference provides equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, age, disability, religion, sexual orientation, or any other improper criterion.*

*All AmeriCorps members have the right to request reasonable accommodations in order to perform the essential functions of their position. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request a reasonable accommodation, please contact: Gabrielle Wilson, Executive Coordinator, 202-400-2257 x 702 or [gwilson@breakadifference.org](mailto:gwilson@breakadifference.org).*

POSITION TITLE AND INFORMATION	From: Baltimore Community Action Fellow Minimum Time (MT) AmeriCorps Member 300 Hours from January 6, 2025 – June 27, 2025
REPORTS TO	Immediate Interim Program Director/ Site Supervisor: Samelia Okpodu–Pyuzza ( <a href="mailto:spyuzza@breakadifference.org">spyuzza@breakadifference.org</a> ) Onsite Office Supervisor: TBD ( <a href="mailto:tbd@breakadifference.org">tbd@breakadifference.org</a> ) Construction Site Supervisor: TBD ( <a href="mailto:tbd@breakadifference.org">tbd@breakadifference.org</a> ) Also Reports To Executive Coordinator: Gabrielle Wilson ( <a href="mailto:gwilson@breakadifference.org">gwilson@breakadifference.org</a> )
SERVICE SITE	Primary Service Site: Break A Difference HQ, 1794 Union Ave Baltimore, MD 21211
POSITION SUMMARY	<p>The Community Action Fellows are responsible for supporting From: Baltimore programs and volunteer events. Community Action Fellows are expected to be able to convey to others what it means to be an AmeriCorps member serving in an AmeriCorps program and the impact of housing blight in Baltimore, Maryland. This role demands excellent communication skills, a dedication to equity and inclusion, and the ability to manage outreach efforts and engage youth effectively.</p> <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Social Impact Saturdays       <ul style="list-style-type: none"> <li>● Complete monthly direct service volunteering with nonprofit partners.</li> </ul> </li> <li>2. Together We Build       <ul style="list-style-type: none"> <li>● Attend safety meetings.</li> <li>● Participate in safe and effective demolition training.</li> <li>● Learn about housing blight and the impact of redlining in Baltimore, MD.</li> </ul> </li> </ol>

	<p>3. Civic Accelerator</p> <ul style="list-style-type: none"> <li>● Participate in Social Impact Saturday events.</li> <li>● Learn about the social impact sector and engage in various volunteer opportunities with different organizations.</li> </ul>
<p>ESSENTIAL FUNCTIONS</p>	<p>Members serve a minimum of 300 hours or a minimum of 10 hours per week. The Community Action Fellow position serves as a low barrier of entry for individuals who may not be able to devote a full-time schedule to service. The term of service is 6 months: January 6, 2025 through June 27, 2025. Members facilitate community partnerships, and engage young adults in impactful service opportunities, fostering a culture of social responsibility and collective action. Members are required to participate in pre-service and ongoing training sessions throughout their service term (i.e., one-week pre-service training, professional development support calls, and other AmeriCorps training).</p> <p>MT - Members serve 10-12 hours per week and at least one Saturday per month.</p> <p><b><u>Performance Criteria</u></b></p> <p><b>1. Performance as an AmeriCorps Member</b></p> <ul style="list-style-type: none"> <li>● Demonstrate understanding of the AmeriCorps member experience</li> <li>● Demonstrate big pictures and causes of housing blight in Baltimore</li> <li>● Serve productively and effectively across service environments and adhere to program Policies and Procedures</li> <li>● Meet monthly service hour benchmarks</li> <li>● Demonstrate the ability to balance service activities</li> </ul> <p><b>2. Teamwork with Colleagues</b></p> <ul style="list-style-type: none"> <li>● Demonstrate professional behavior (aware of voice level, confidentiality, and constructive conversations)</li> <li>● Use appropriate language (refrain from making negative comments and gossiping)</li> <li>● Demonstrate the ability to be flexible and serve cooperatively</li> <li>● Demonstrate the ability to communicate effectively to resolve conflicts</li> </ul> <p><b>3. Performance as a Community Action Fellow</b></p> <ul style="list-style-type: none"> <li>● Demonstrate understanding of community needs and issues addressed through volunteering</li> <li>● Demonstrate knowledge of housing blight issues in Baltimore, MD</li> </ul>

	<ul style="list-style-type: none"> <li>● Understanding of the historical impact of redlining and its relevance to current community development efforts</li> <li>● Demonstrate understanding of the social impact sector through participation in educational sessions and workshops</li> <li>● Demonstrated leadership in organizing or facilitating community events</li> </ul> <p><b>4. Professional Conduct</b></p> <ul style="list-style-type: none"> <li>● Maintain a professional appearance and wear the AmeriCorps logo daily (program name tag and uniform), follow warehouse dress code policies</li> <li>● Report to service site, 2 days a week for a minimum of 10 hours per week.</li> <li>● Complete and submit bi-weekly time sheets by Monday at 12:00 PM</li> <li>● Follow standard protocol for tardies, absences, and early office departure</li> <li>● Consistent weekly attendance</li> <li>● Adhere to all codes of conduct or related Policies and Procedures of community partners</li> </ul> <p><b>5. Additional Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Serve through the end of the contract period, regardless of the number of service hours accrued</li> <li>● Serve as onsite volunteer support during organizational service events (ie, social impact Saturday events, pathways to purpose panel, etc.)</li> </ul>
<p>MARGINAL FUNCTIONS</p>	<p>Support all Break A Difference events, as long as these activities are within the AmeriCorps guidelines and do not take away time from the essential functions of the Member service position.</p> <p>Members may be required to perform other position-related instructions within the scope of their normal service activities, as requested by their Supervisor, in alignment with the terms and conditions of the AmeriCorps grant, and subject to reasonable accommodation.</p>
<p>PRINCIPAL WORKING RELATIONSHIPS</p>	<p>Conduct self in a professional, honest and fair manner, and respond appropriately, courteously, and respectfully to all fellow Members, Break A Difference Staff, Service Year Option/ Maryland Corps Members, Break A Difference Contractors and Volunteers, and Community Partner Staff.</p>
<p>KNOWLEDGE, SKILLS, &amp; ABILITIES</p>	<p>Read and write proficiently in English. Communicate effectively with all fellow Members in both verbal and written correspondence. Possess basic computer skills and accurate record-keeping abilities. Be able to serve at least 10 hours per week, exhibiting a strong work ethic with consistent attendance and dependability.</p>

ACADEMIC, TRAINING AND EXPERIENCE QUALIFICATIONS	High School diploma or equivalent.
SERVICE CONDITIONS	The Community Action Fellow role encompasses a dynamic blend of office-based responsibilities and outdoor activities. Additionally, the members will be required to visit active construction sites to support partnership initiatives related to community development projects. This position demands adaptability to varying work environments and a willingness to engage in hands-on activities to fulfill the mission of the organization.
SPECIAL CONDITIONS OF SERVICE	Must be a U.S. Citizen or be a permanent resident. Enrollment in the program is contingent on the results of a National Service Criminal History Check. Members must submit to a criminal background check that includes FBI fingerprinting, National Sex Offender Registry, and state criminal background check.
PHYSICAL, EMOTIONAL, INTELLECTUAL DEMANDS	Emotionally, the Members must exhibit empathy and resilience in their interactions with diverse stakeholders and be prepared to navigate potential stressors associated with program management. Intellectually, strong problem-solving skills and a continuous learning mindset are essential for effectively addressing challenges and driving positive outcomes in community outreach and social impact initiatives. Members must be able to maintain professionalism in a working environment that includes varying perspectives and diverse personalities. Members frequently move materials weighing up to 20 pounds at office and volunteer sites for various reasons.
EQUIPMENT USED	Computers, smartphones, tablets, personal protective equipment, and office supplies for administrative tasks and organization.