



**Project Ayuda**  
**AmeriCorps Education Awards Program**  
**Site Description/Member Position Description**

This form should be filled out by each AEAP site. One form should be completed for each site where any member is serving. Sites should keep the originals and submit a copy to the person responsible for reporting program information to the Corporation for National and Community Service. Members should also have a copy of the position description.

Name of AEAP Program:

City, State:

Name of Placement Site:

Site Supervisor's Name:

Street Address:

City, State, Zip:

Tel. #, Fax #:

E-Mail Address:

# of Members at Site:

HT (900 hrs)\_\_\_\_\_ QT (450 hrs) \_\_\_\_\_ MT(300 hrs)\_\_\_\_\_ Total \_\_\_\_\_

Brief Description of Site: Include the goals/ objectives of the site and a summary of services/ activities performed (a mission statement would suffice). (Continue on back of sheet if necessary.)

Goals/ objectives of the site:

Summary of services/ activities performed (a mission statement would suffice).

**(OVER)**  
**Site Description/Member Position Description (Cont'd.)**

Member Position Description: For each position description include: A) Title of position B) The type of activities and tasks being performed by the members C) Relevant characteristics of the population being served (age, economic status, specific needs, etc.) D) Member opportunities for training & personal growth.

Position I

A) Title of position \_\_\_\_\_

B) The type of activities and tasks being performed by the members

C) Relevant characteristics of the population being served (age, economic status, specific needs, etc.)

D) Member opportunities for training & personal growth.

Position II

A) Title of position \_\_\_\_\_

B) The type of activities and tasks being performed by the members

C) Relevant characteristics of the population being served (age, economic status, specific needs, etc.)

D) Member opportunities for training & personal growth.

\*Make copies of this sheet for additional position descriptions