AmeriCorps Member – Probation Assistant

Position Summary Overview:
The Arizona Supreme Court/Adult Probation Services Division seeks enthusiastic volunteers to participate in the AmeriCorps Probation Support Services program (APSS), as an AmeriCorps Member-Probation Assistant. Under general supervision, this AmeriCorps Probation Assistant position will serve as an aid to adult and youth probation officers and staff in their daily responsibilities and duties that include and will not be limited to the following:

- Developing and supporting probationer court-ordered community restitution programs and projects with local volunteer agencies;
- Assisting with the increase of self-sufficiency skills, soft skills, work-force development skills;
- Assisting with the facilitation of integrated cognitive behavior change programs;
- Providing links to education resources, such as access to GED prep courses and technical trainings;
- Aiding with case management duties;
- Providing court navigation assistance and;
- Providing referral services for both probationers and those who are in the re-entry population.

Minimum Qualifications:
18 years of age, High School Diploma /GED, a US Citizen and must pass criminal background check.

Desired Qualifications:
The ability to multitask and manage a high-volume and time-critical work environment; excellent interpersonal skills; the ability to establish effective working relationships with others; the ability to communicate effectively both orally and in writing; the ability to plan, organize and maintain work flow; the ability to work under supervision and exercise judgment; basic computer skills. Should be able to accurately maintain statistics and records; maintain confidentiality of all parties.

Service Locations:
If eligible, Members will have the opportunity to serve in their choice of one of the following counties in Arizona: Apache, Coconino, Maricopa, Navajo, Pima, Pinal, Yavapai and Yuma.

This position will report to a Local Host County Superior Court Adult Probation Department and/or the Juvenile Justice Services Divisions and the AmeriCorps Site Supervisor.
Service Term Schedule:

AmeriCorps Members have the option to complete one of the following Service Term hour slots:
Quarter-Time (450 hours), approximately 30 hours per week or a Minimum-Time (300 hours) slot
approximately 20 hours per week over the course of a four (4) month Service Term. Service hours will
primarily be completed between 8 am and 5 pm Monday through Friday. Limited hours are available on
Saturday and Sunday, depending on program projects and need. Candidates have a choice of 3 start

Responsibilities:

As an AmeriCorps Member, all Members must adhere to regulations, rules of conduct and must attend
any training and events as required by, the Corporation for National Service (CNCS), the Arizona
Supreme Court/Adult Probation Services Division- AmeriCorps Program and the Arizona Governor’s
Office for Youth, Faith and Families as well as participate in any identified community service activity.

Program Benefits:

- AmeriCorps State Summer members receive a modest living allowance during their term of
  service.
- Upon successful completion of service, AmeriCorps members receive an Educational Award that
can be applied to educational costs or student loans.
- Team support and coaching
- Opportunities to participate in Professional Trainings in the field of Probation and Criminal
  Justice.

Prohibited Activities:

Members may not, while actively providing service, do any of the following: attempt to influence
legislation; organize or engage in protests, petitions, boycotts, or strikes; assist, promote, or deter union
organizing; impair existing contracts for services or collective bargaining agreements; engage in partisan
political activities; participate in, or endorse, events or activities that are likely to include political
advocacy; engage in religious instruction or proselytization; provide a direct benefit to a business
organized for profit, a labor union, a partisan political organization, or other organizations specified by
the CNCS; conduct a voter registration drive; provide abortion services or referrals for receipt of such
services; and such other activities as CNCS may prohibit.

All interested applicants should follow the AmeriCorps application process, found here:
https://www.nationalservice.gov/programs/americorps/join-americorps

This position is contingent on grant funds.