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| Position Title: | AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Bucknell University | Date Submitted: | May 6, 2021 |
| Site Address: | 119 Bertrand Library | Travel Required: | yes |
| Compensation: | Living Stipend - $ Education Award - $  | Service Term: | August 24, 2021 to August 6, 2022 |
| Host Site Supervisor: | Lynn Pierson | Email: | Lcp008@bucknell.edu |
| Phone: | 5705771292 | Posting URL: | www.coreamericorps.org |
| Applications Accepted By: | **Person and phone to contact for interview if different from supervisor:**  |
| Email Lacy Kreider, CORE Susquehanna AmeriCorps Program Directorlkreider@union-snydercaa.org |  |
| Member Position Summary*The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.**In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’.* |
| The Education and Outreach Coordinator will assist the Office of Civic Engagement and its programs, i.e. Lewisburg Community Garden (LCG), Community Harvest in advancing its goals of supporting area food access by co-creating curriculum, cultivating organic produce for donation and by providing space for community members to rent plots, and to offer increased educational opportunities to area residents emphasizing sustainability, nutrition, organic growing practices, and environmental stewardship. Additionally, this person will be responsible for working with BU’s Equity and Inclusive Excellence programs, the Lewisburg Borough, other community-based equity and inclusion organizations (ie the Diversity & Inclusion Impact Council, Not In Our Valley, NAACP, etc) to grow the “community” aspect of the LCG by developing a strong corps of volunteers beyond Bucknell.With most community gardens, much of the work is accomplished by volunteers, especially those who are renting plot space at a garden – this is critical not only for ensuring that gardens are properly maintained, but also to foster the sense of community that is a key goal of any community garden. During the school year, the LCG receives a tremendous amount of volunteer support from Bucknell. However, the LCG lacks volunteers during the summer months, when the majority of Bucknell volunteers are not available. If the LCG had access to a consistent, robust group of community volunteers, these issues could be mitigated. We also view this as an opportunity for deeper investment in the LCG by the Lewisburg community, where residents do not simply access the LCG for programming, but to support the LCG directly. This will not only foster a stronger sense of community, but will greatly enhance the LCG's sustainability.In addition to volunteer recruitment, primary functions of the Education and Outreach Coordinator position include working with Bucknell faculty and staff to develop relevant and appropriate programming and promoting LCG efforts through print and digital media (including websites and social media). There is also the opportunity to develop student employee and volunteer training and educational workshops for the attendees of the weekly Community Harvest hot meal program affiliated with the LCG. The AmeriCorps member, as with all LCG staff, will also support the garden by assisting with garden maintenance and work with volunteers at the LCG, on tasks including planting, watering, weeding, and harvesting, on a regular basis, and will assist with the weekly Community Harvest hot meal program (where the bulk of the LCG produce is served). Along with this, the member will have the opportunity to advance Bucknell student engagement through support of student leadership development programming and training for Bucknell student volunteers and student staff members. Additionally, there will be opportunities for the AmeriCorps members to engage with the Bucknell University Farm's educational and food access efforts, while the LCG will be their priority. In 2021, Bucknell pivoted quickly to remote learning and remote work. The LCG is in operation, with safety protocol in place, and meetings take place through zoom or over the phone. Candidates for this position should be aware that work conditions may change from remote to in-person or back again to remote, as we follow the guidelines from the Governor regarding Covid-19.  |
| **Duties and/or required training** |
| * Work with Bucknell faculty and staff, as well as the LCG Advisory Board, to develop programs focused on diversity, equity and inclusion, civic engagement, environmental sustainability and stewardship, nutrition, the relationship between food and culture, etc.
* Work with Bucknell faculty and staff, as well as the LCG Advisory Board, to plan and implement a series of Community Enrichment Workshops and annual events.
* Coordinate site visits to the LCG and/or Bucknell University Farm.
* Promote EIE, OCE, LCG and Farm activities through updating the website and blog, utilizing social media, etc.
* Support the Office of Civic Engagement in its implementation of annual volunteer recruitment events and awareness programs, including: Service Fairs, Turkey & Trimmings, the Giving Tree, Empty Bowls, and the Spring Plant Sale.
* Participate in weekly tasks and maintenance, such as planting, watering, harvesting, etc.
* Design signage and other educational materials to post for OCE, at the LCG and Farm as appropriate
* Supervise volunteers and community members engaging with the EIE and OCE programs
* Assist with food preparation and service at the weekly Community Harvest hot meal
* Oversee the advertisement and marketing of the weekly Community Harvest hot meal program to local residents for their participation.
* Assist and support with the Snack Pack program
* Oversee with the other AC members and the Assistant Director the coordination and implementation of annual food donation and awareness programs such as Turkey and Trimmings and Empty Bowls.
* Participation in CORE AmeriCorps Group Activities
* Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’
* High degree of comfort with technology such as Zoom, google documents and conference calls
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| Prohibited Activities |
| In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
8. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as the Corporation may prohibit.

**Further Guidance on Prohibited Activities of Providing Abortion Services and Referrals**Providing abortions services is limited to:1. Performing abortions.
2. Being present in the room during an abortion in support of the woman or the procedure.
3. Obtaining or providing medications to induce a medical abortion.

Referrals for abortion services is limited to: 1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion.
2. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has actual prior knowledge that the purpose of the visit is to obtain an abortion.
3. Accompanying or providing translation services for patients obtaining an abortion.
4. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what’s required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages abortion.
5. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider.
6. Promoting or encouraging use of abortion as a method of family planning.
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| Minimum Qualifications (Academic, Physical or Experience) |
| • Experience recruiting and managing volunteers• Interest in civic engagement, diversity, equity, inclusion, community food systems and community gardening• Basic familiarity with social media (E-mail, Facebook, Instagram, etc.)• Passion for supporting access to nutritious food• Comfortable working in an outdoor setting• High school diploma (some college preferred)Passion for supporting access to nutritious food• Ability to lift 40 pounds* Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| • Mondays: 10:00 am – 6:30 pm• Tuesdays and Thursdays : 10:30 am - 7:00 pm• Wednesdays and Fridays: 9:00 am – 4:30 pmPeriodic evening and weekend shifts, schedule subject to change seasonally and based on weather. Some flexibility with scheduling. Office operates from 8:30 am to 4:30 pm. On days when evening work is required (managing the Community Harvest meal program and LCG volunteer shifts), it is generally permissible to come to work later in the day, rather than to work an extremely long day. This schedule may change as we respond to Covid-19 with school and business closures for safety. |
| ***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***[x]  Yes [ ]  No |
| ***Will the contact with vulnerable populations be episodic or reoccurring?***[ ]  Episodic [x]  Reoccurring |
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| *I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.* |
| Member Name: |  |
| Signature of Member Accepting Position: |  | Date: |  |
| Signature of Site Supervisor: |  | Date: |  |