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| Position Title: | Classroom Assistant AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Union-Snyder Community Action Agency | Date Submitted: | 10/15/2019 |
| Site Address: | 480 Hafer Road Lewisburg, PA 17837  | Travel Required: | Yes |
| Compensation: | Living Stipend - $ 7,413.00Education Award - $ 3,047.50 | Service Term: | February 12th, 2019 - August 7, 2020 |
| Host Site Supervisor: | Kim Amsler | Email: | kamsler@union-snydercaa.org |
| Phone: | 570-374-0181 | Posting URL: | www.coreamericorps.org |
| Applications Accepted By: Kim Amsler | **Person and phone to contact for interview if different from supervisor:**  |
| Email Dennis Huratiak, CORE Susquehanna AmeriCorps Program Directordhuratiak@union-snydercaa.org |  |
| Member Position Summary*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 Classroom Assistant will provide support to Education & Employment staff to ensure successful delivery of self-sufficiency services for adults living with low income and/or re-entering society post-incarceration. Classroom priorities include but are not limited to computer assistance, job search, resume building, financial literacy, life skills, parenting, and service navigation. The member will assist with providing meals and transportation for customers.  |
| **Duties** |
| * Provide computer and classroom assistance for community members who have low income and participate in our programs and services. This will include, for example, job search, resume building, etc.
* Assist program participants in navigating the services available to them and aid case coordinators in assisting participants with goal planning.
* Support staff who work with people re-entering the community after being incarcerated.
* Assist staff with daily preparation of materials for adult education and parenting classes.
* Support to organize and assist with Parent Café programs for families in the community.
* Support to organize and assist with Like Skills workshops for customers.
* Member will provide Financial Management workshops to individuals and small groups.
* Provide transportation to classes for families in Family Literacy and Work Ready programs using company vehicles.
* Assist with providing nutritional meals for families attending the program.
* 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’.
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| Minimum Qualifications |
| * Driver’s License with clean driving record
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| **Proposed Weekly Schedule** |
| * Monday through Friday 8:30 - 4
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| ***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: |  |