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| Position Title: | AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Lewisburg Children’s Museum  | Date Submitted: | 05/07/2021 |
| Site Address: | 815 Market Street Lewisburg, PA 17837 | Travel Required: | No |
| Compensation: | Living Stipend - $16,000Education Award - $6,345 | Service Term: | August 24, 2021 to August 6, 2022 |
| Host Site Supervisor: | Lindsey Walter | Email: | lindsey@lewisburgchildrensmuseum.org |
| Phone: | 570-768-4914 | 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 | Kahla DesmitExecutive Directorkahla@lewisburgchildrensmuseum.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 Activities Coordinator will play a key role in the development, planning, and execution ofongoing weekend activities, summer camp coordination, birthday party activities, and otherexhibit activities. The Activities Coordinator will enforce museum guidelines and safetyprocedures at all times ensuring that the museum stays safe and accessible for all guests. Abilityto work some weekends required.Candidates for this position must be eligible as a CORE AmeriCorp member from08/24/2021-08/06/2022. Members may not participate in any activities included in theProhibited Activities as listed in the Partner Site and Member Agreements, and members musthave all clearances before serving Vulnerable Populations. |
| **Duties and/or required training** |
| The Activities Coordinator tasks will include:1. Planning/execution/oversight of birthday parties: Work closely with Education Director to develop, plan, and execute (or supervise student worker execution) of birthday party activities: Ensure party activity materials are on hand for requested activity; Act as LCM party liaison, set up event, welcome guests, guide guests through activities, and clean up after event; Develop an activity “script” for birthday activities that will be repeated for multiple parties to ensure other staff members can execute the party if needed in the absence of the Activities Coordinator.
2. Plan/coordinate summer camps at the LCM: Work directly with the Director of Education to oversee the daily operations of camp, managing behind-the-scenes tasks of camp operations, coordinating communication between guests and museum, helping to secure summer camps scholarships through sponsorships, and potentially leading camp activities
3. As directed by Director of Education: Assist with Creation Station, pop-up, or other weekend programs; Lead public programs and activities for children and adults; organize and prepare materials needed for programming activities; Analyze and evaluate the effectiveness of activities and programs.

Daily Operations: Register trained and able to answer basic operational guest and employee questions; Monitor the floor (resetting exhibits, interacting with customers); Opening/closing procedures including register startup/closing and locking/unlocking museum; Attend weekly staff meetings |
| 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) |
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
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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: |  |