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| Position Title: | Volunteer Coordinator | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Union-Snyder Community Action Agency | Date Submitted: | 5/12/2020 |
| Site Address: | 713 Bridge Street, Suite 10Selinsgrove, PA 17870 | Travel Required: | Some |
| Compensation: | Living Stipend - $ 14,279.00Education Award - $ 6,195.00 | Service Term: | August 20, 2020 to August 7, 2021 |
| Host Site Supervisor: | Emily Mrusko, Assistant Director | Email: | emrusko@union-snydercaa.org |
| Phone: | (570) 374-0181 x108 | Posting URL: | www.coreamericorps.org |
| Applications Accepted By: | **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*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 Volunteer Coordinator supports Union-Snyder CAA programs by recruiting, scheduling, and managing community volunteers. This position is responsible for helping CAA grow its volunteer network and identify new positions to engage the community and increase agency capacity at both Selinsgrove and Lewisburg (UCRC) locations. This position will also help coordinate the Volunteer Income Tax Assistance (VITA) program from November through April. Examples of existing CAA volunteer positions include VITA Volunteer, On-Call Front Desk Volunteer, and Volunteer Classroom Assistant.  |
| **Duties and/or required training** |
| Volunteer Coordination:* Recruit, screen, orient, train, and match volunteers with appropriate service opportunities in accordance with CAA volunteer guidelines
* Screen, orient, train, match, and support Community Service volunteers as referred by Union or Snyder county court system
* Serve as CAA liaison with Union or Snyder county probation departments/court systems in relation to Community Service hours
* Provide ongoing support to volunteers throughout their service period
* Record and report all volunteer time and keep accurate, appropriately documented electronic and paper records of service time
* Maintain individual files on all volunteers, ensuring required documentation is complete, accurate, and on file
* Identify new individual and group volunteer opportunities to engage the community and increase agency capacity
* Conduct outreach to community to grow the CAA volunteer network by attending community fairs, organization meetings, employer engagement, etc.
* Recognize volunteers and their service through events and communications
* Provide volunteer coordination support for CAA special events, as needed

Volunteer Income Tax Assistance (VITA) Support:* Assist with coordination of the VITA program from November through April
* Attend IRS trainings (as needed) to gain required tax knowledge
* Assist CAA staff in preparing documents prior to program start date
* Organize all volunteer materials (clipboards, work stations, etc.)
* All other volunteer coordination duties listed above, including but not limited to volunteer recruitment, orientation/training, scheduling, recognizing, etc.

Other:* Assist with the organization and execution of donation drives, as needed
* Participate on the CAA Outreach Committee
* Other duties, as assigned
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| Minimum Qualifications (Academic, Physical or Experience) |
| * Strong interest in working with others in the human service/nonprofit sector
* Ability to communicate effectively with people of all social and economic backgrounds
* Ability to work independently as well as in a team setting
* Proven problem-solving skills
* Proven organizational skills in a complex, multi-tasking environment and the ability to manage multiple projects at once
* Microsoft Office skills and ability to learn new computer applications as needed; experience with Google Suite is a plus (Calendar, Sheets, Drive)
* Ability to work some evening and weekend hours, as needed
* Understanding of income tax preparation is a plus
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| Monday – Friday, 8:30 AM – 4:00 PMMust be flexible to serve occasional non-traditional hours (i.e. during tax season) |
| ***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: |  |

**C.O.R.E. SUSQUEHANNA AMERICORPS MEMBERS**

**PROHIBITED ACTIVITIES**

**In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:**

1. Conducting clerical work, research, or administrative activities unless such activities are incidental to the member’sdirect service activities.
2. Influencing legislation.
3. Organizing or participating in protests, petitions, boycotts, or strikes.
4. Assisting, promoting, or deterring union organizing.
5. Impairing existing contracts for services or collective bargaining agreements. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office. 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.
6. 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 proselytization.
7. 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 Internal Revenue Code restrictions or an organization engaged in the religious activities described above.
8. Displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.
9. Organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, preparing grant proposals or providing fundraising assistance to other community-based organizations.
10. Conducting a voter registration drive.
11. Providing abortion services or referrals for receipt of such services.
12. Such other activities as the Corporation may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities list above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.