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| Position Title: | AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Volunteer Coordinator | Date Submitted: | 5/6/2021 |
| Site Address: | 713 Bridge Street, Suite 10Selinsgrove, PA 17870 | Travel Required: | Yes |
| Compensation: | Living Stipend- $16,000Education Award- $6,345 | Service Term: | August 24, 2021- August 6, 2022 |
| Host Site Supervisor: | Jed Carr | Email: | jcarr@union-snydercaa.org |
| Phone: | 570-374-0181 | 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 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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| 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) |
| * 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 PM  |
| ***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: |  |