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| Position Title: | Logistics Coordinator | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | DIG Furniture Bank | Date Submitted: | 3/30/2021 |
| Site Address: | 118 Newman Road, Lewisburg, PA 17837 | Travel Required: | Yes |
| Compensation: | Living Stipend - $ 540.00 Bi-WeeklyEducation Award - $ 1,638.89 | Service Term: | May 18, 2021 to August 7th, 2021 |
| Host Site Supervisor: | Emily Gorski | Email: | emily@digfb.org |
| Phone: | 570-658-9880 | 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 Logistics Coordinator will manage our daily logistics including direct service of client as well as volunteer and donor interaction. The AmeriCorps member will be responsible for recording referrals, calling clients, and scheduling/packing for deliveries. While DIG has an identified group of volunteer delivery drivers, the member is required to have an active driver\'s license and be comfortable with providing delivery help if/when additional help is needed. |
| **Duties and/or required training** |
| **Duties include:*** Call DIG referrals to confirm receipt of application
* Discuss needs with clients and record them accordingly using a shared Google Doc
* Call DIG clients to schedule deliveries in coordination with volunteer availability
* Maintain and manage Google Calendar and Google Doc to keep organized for effective virtual communication among volunteer team
* Receive furniture and household donations on-site in accordance with scheduled drop off appointments
* Record furniture and household donations in inventory tracking software
* Assist with deliveries, as needed
* Other logistical support as identified
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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) |
| * Must be friendly and respectful with clients at all times, no exceptions
* Respect and maintain confidentiality of clients, volunteers, and donors
* Proficient ability to navigate multiple technological systems and software required
* Comfort using online communication tools
* Be self-directed, willing to take initiative, and detail-oriented
* Experience with Google Suite apps strongly preferred
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| Monday-Friday, 10 AM – 6 PM; weekend support may be required at timesFlexible schedule may be accommodated Regular availability requiredCombination of site and remote work |
| ***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: |  |