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| Position Title: | AmeriCorps Member | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | Buffalo Valley Recreation Authority | Date Submitted: | July 1, 2021 |
| Site Address: | 815 Market Street, Lewisburg, PA 17846 | Travel Required: | No |
| Compensation: | Living Stipend - $ 16000.00Education Award - $ 6345Health Benefits AvailableChild Care AvailableLoan Forbearance Available | Service Term: |  August 24, 2021 to August 7th, 2022 |
| Host Site Supervisor: | Becky Cunfer | Email: | bvraprograms@bvrec.org |
| Phone: | 570-524-6776 | 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 | Email Becky CunferBuffalo Valley Recreation Authority Nature Program Directorbvraprograms@bvrec.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’.* |
| **Buffalo Valley Recreation Authority Mission**: In partnership with the community, Buffalo Valley Recreation Authority strives to provide comprehensive park and recreation programs, accessible facilities, and services that respond to changing needs within our communities. BVRA strives to preserve, enhance, and protect the open spaces to enrich the quality of life for present and future generations in a safe and secure environment.* **AmeriCorps CORE Position Summary:** Youth Development and Civic Engagement: AmeriCorps Member is required to report and communicate daily with the site supervisor & BVRA Nature Program Director.  The position requires the AmeriCorps Member to adapt in the face of adversity, contribute, and uphold a positive dialogue with the BVRA community, site administrator and site supervisor(s).
* The AmeriCorps Member will represent BVRA and AmeriCorps CORE Susquehanna respectfully and ethically while completing service terms. The position requires authenticity, resourcefulness, civic engagement, and creative program planning.
* The AmeriCorps Member will support planning and implementation of community engagement campaigns and activities to promote the town-grown relationships with Bucknell University and the Lewisburg Community which aligns with the university’s goals to develop community leaders off campus, potentially serving in a leadership guide to the college academic and student participants.
* The AmeriCorps Member will represent BVRA and AmeriCorps CORE Susquehanna by supporting the development, implementation, and evaluation of BVRA Summer Camps year-round programming and seasonal events.
* The AmeriCorps Member will participate in leadership and supervisory skills training with BVRA staff.

**Requirements:** Seeking individuals with minimum qualifications exceeding High School Diploma, preferably some college education with experience or bachelor’s degree, 18 years of age, holding a valid driver’s license, and proficient in Microsoft Office Applications and technical skills. Education and experience should be in the area of recreation and program development.  Position requires flexibility, adaptability, and enthusiasm. Applicants must be passionate about youth enrichment and leadership development. The position requires an individual comfortable in a fast-paced environment, the ability to adapt to change, and an attitude that upholds teamwork.  Candidate must be able to obtain PA Criminal Background Check, PA Child Abuse Record, FBI Fingerprint Record.  The AmeriCorps member will be required to obtain the Mandatory Reporting Certification (at no cost to member). |
| **Duties and/or required training** |
| **Duties include:*** The AmeriCorps Member will assist with BVRA’s rebranding project for pursuing “progressive programming for individuals 0 to 99 and beyond” by developing surveys for community members and program participants to identify community interests and future programming wants/needs. The AmeriCorps Member will be responsible for distributing surveys, collecting, and analyzing data, and presenting survey findings and resolutions to meet the needs of the Lewisburg community. The AmeriCorps Member will create community surveys and program participant surveys for evaluating and improving BVRA programs and assets and assist in associated community “call to action” campaigns including, but not limited to, the development of trail improvements for the West Field Trail. The AmeriCorps Member will also serve as a committee member to BVRA’s community programming committee.
* The AmeriCorps Member will assist in the curriculum development, lesson planning and most importantly the facilitation of community programming throughout the year to include age-appropriate workshops for all ages including preschool aged children, after school care and activities for school aged children, seasonal programs, themed projects and workshops, story-time, puppet shows, author visits, and music & movement activities.  Also, the AmeriCorps Member will assist in the development and facilitation of BVRA’s Junior Leadership Development Program.
* The AmeriCorps Member will serve as an Assistant Director to the Nature Program Director during Summer Camp and will assist in developing and presenting leadership training for Camp Counselors prior to camp, will assist in supporting Camp Counselor and camper needs during summer camp.
* The AmeriCorps Member will also work directly with Summer Camp Families, Pool Management, Park Management, BVRA Program Staff and community members to coordinate and facilitate a Camp Planning Committee with the purpose of generating new ideas and improvements for future camp programming.
* The AmeriCorps Member will plan and facilitate scheduled community outreach and promotions via Facebook and the BVRA website using applications such as Canva, Vimeo, Mail Chimp and email platforms throughout the year for all programs and events.
* The AmeriCorps Member will assist with sharing program updates, news and photos/videos with program participants and Summer Camp Families.
* The AmeriCorps member will manage all photo/video historical content and aid in the promotion of future programs via the use of social media, website, apps, etc.   The AmeriCorps Member will be responsible for managing all Summer Camp photos and then designing a Summer Camp photo book to present to all participants and staff at the end of the summer.
* The AmeriCorps member will assist with administrative tasks in association with each task above.

**Supervision:**Reports to BVRA Nature Program Director to work directly on program development.  BVRA Nature Program Director also has oversight of all BVRA programming and final approval as Site Administrator for the AmeriCorps program member’s annual plan and facilitation in meeting their goals.  |
| 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) |
| * Minimum of associate or bachelor’s degree in Recreation and Programming.
* Experience working with children ages 2 through 18 as well as adults and community groups
* A person with the correct type of experience may be considered in lieu of education.
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| * Full-Time / 40 hours a week during typical weeks with exception to major event weeks where more time may be required, and in this instance, the member would be able to work less hours during a less critical program period.
* Monday through Thursday – 8:00 am to 5:30 pm with occasional hours on Fridays, Saturdays and/ or Sundays for programs and events.
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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: |  |