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| Position Title: | | AmeriCorps Member | | Service Category: | CORE Susquehanna AmeriCorps | |
| Service Site: | | Donald Heiter Community Center | | Date Submitted: | February 27, 2020 | |
| Site Address: | | 100 North 5th Street  Lewisburg, PA 17837 | | Travel Required: | Minimal but yes | |
| Compensation: | | Living Stipend - $ 3,700.00  Education Award - $ 1,612.43 | | Service Term: | May 19th, 2020 to August 8th, 2020 | |
| Host Site Supervisor: | | Andrea Tufo | | Email: | donaldheiter@gmail.com | |
| Phone: | | 570-524-5000 | | 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 Director  [dhuratiak@union-snydercaa.org](mailto:dhuratiak@union-snydercaa.org) | | | | Same as above | | |
| 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 AmeriCorps members hold an important role during our Summer Camp program. They provide assistance in planning and execution of our curriculum, they help to collaborate area non-profits and service organizations to serve those most in need, and they work one on one with the children, in a larger group setting, to ensure that every child feels welcomed and included. The Community Center is a place for all people and our participant base is a representation of the general population however we also are a safe place for minorities therefore we have a large population of underserved individuals. For this position success is when every child enrolled is having a safe, fun, summer experience.  The ultimate goal for all adults involved with our programs is to maintain the utmost attention to youth safety and well-being while they are guests, to aid in the facilitation of a well-organized and structured program, and to achieve adaptation with our programs without losing their individuality. | | | | | | |
| **Duties and/or required training** | | | | | | |
| * Assist in the direction, supervision, and organization of campers, during transportation to and from activities, while within activities, and throughout the camp in order to meet the intended camper outcomes. * Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth. * Assure campers are properly supervised at all times. * Be aware of and implement safety guidelines. * Participate in the development and implementation of program activities for campers within the mission and outcomes. * Responsible for leading and assisting with the teaching of activities, ice breakers, and time fillers. * Actively participate in all program areas as assigned. * Provide for the progression of activities with the framework of individual and group interests and abilities. * Assist in program areas such as team builders, icebreakers, group challenges, workshops, etc. * Maintain high standards of health and safety in all activities for campers and staff. * Ensure the daily care is provided for each camper and recognize personal health needs. * Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss concerns with camp director/coordinator when needed. * Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to, report repairs needed promptly to head counselor. * Be a role model to campers and staff in your attitude and behavior. * Follow and uphold all safety and security rules and procedures. * Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship and respect to differences. * Other job duties * Participate enthusiastically in all camp activities, planning, and leading those as assigned. * Maintain professionalism at all times while involved, whether on the clock or not. * Observe campers behavior, assess its appropriateness, and apply applicable behavior-management techniques if needed. * Escort campers to all activities and workshops and help with clean-up. * Encourage respect for personal property, DHCC Property, equipment, and facilities. * Prepare for and actively participate in pre-camp training and meetings. * Assist camp directors/coordinators in moving camp supplies and general camp preparedness. * Cooperation with the entire summer programs team in working together for the welfare of the camper, campers, and community. * To inform the camp director/coordinator immediately for any personal, medical, or social concerns of the campers and/or staff. * Interaction with the campers – do not use your cell phone, text, no laptops, no ipods – do not work on homework, or hobbies such as knitting, etc… during working hours. * Attend open houses and conferences, as needed. * Do reports of student progress * Manage Volunteers * Participation in CORE AmeriCorps Group Activities **(Required**)   Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’ This position description is an Addendum to the Member Agreement. **(Required).** | | | | | | |
| 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. | | | | | | |
| Minimum Qualifications (Academic, Physical or Experience) | | | | | | |
| * Driver’s License and reliable transportation * Experience working with children * Physical Requirements * Ability to communicate and work with groups and provide necessary instruction to campers and staff. * Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities. * Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision. * Additional physical requirements of a Summer Camp Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, climbing stairs, stretching; requires hand-eye coordination and manual dexterity to manipulate outdoor equipment such as times when we might canoe or set up equipment to play volleyball; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs; willing to live in a camp setting (we have a one week overnight camping trip) and work irregular hours; and with daily exposure to the sun and heat. We also take walking trips to local parks, pools, and weekly field trips to amusement parks, state parks, museums, etc. which can be physically taxing. | | | | | | |
| **Proposed Weekly Schedule and Required Number of Hours per week.** | | | | | | |
| The Summer Day Camp Program is open Monday- Friday from 6:00 AM- 6:00 PM. Typically AmeriCorps Members work 8 AM- 4 PM or 9 AM- 5 PM M-Th and on Fridays we serve whatever is needed to support the field trip. Minimum average of 37.5 hours per week required to complete the program year. There is also a one week overnight camping trip from June 30-July 3 that all staff are required to attend. | | | | | | |
| ***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***  Yes  No | | | | | | |
| ***Will the contact with vulnerable populations be episodic or reoccurring?***  Episodic  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: | |  |