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| Position Title: | 2nd shift Counselor | Service Category:  | CORE Susquehanna AmeriCorps |
| Service Site: | AmeriCorps Service Activity Coordinator/Volunteer Coordinator | Date Submitted: | 06/26/2019 |
| Site Address: | Renewed Hope Women’s Home262 Willow Street Milton, PA | Travel Required: |  |
| Compensation: | Living Stipend - $ 14,000.00Education Award - $ 6,095.00 | Service Term: | August 20, 2019 to August 7, 2020 |
| Host Site Supervisor: | Patti Snyder | Email: | pattis@handupfoundation.org |
| Phone: | 570-742-3000 | 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’.* |
| This AmeriCorps Service position will be responsible for daily activities such as assisting clients with job readiness, teaching housekeeping skills, budgeting and assisting with nutrition and meal preparation. Informational materials will be available for these training opportunities.  |
| **Duties and/or required training** |
| * This AmeriCorps Service position will be responsible for daily activities such as assisting clients with job readiness, budgeting and assisting with nutrition and meal preparation, etc.. Informational materials will be available for these training opportunities.
* “Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements” and “Members must have all clearances before serving Vulnerable Populations”
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| Minimum Qualifications (Academic, Physical or Experience) |
| Interpersonal skills Perform work in a timely fashion Planning and organizational skills Copes with stressful situations Work well with a variety of personalities Maintain positive attitude Driver’s LicenseState and Federal Clearances**Essential functions of the Position**:* Make sure the assigned duties of residents are completed
* Aid Director in the oversight of resident’s schedules and weekly appointments
* Aid in the coordination of social activities for residents
* Act as liaison to all agencies involved in services for residents
* Ensure maintenance of the home is completed in accordance with the schedule, report any issues with home to the Director
* Attend and participate in meetings
* Participate in required training
* Maintain required records
* Follow Renewed Hope policy and procedures
* Recruit and Coordinate volunteers and their schedules
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| Mon-Friday 5pm-10pmSat and Sun - varying schedule |
| ***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 |
|  |
| *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.