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| **Position Title:** | | Education and Outreach Coordinator | | **Service Category:** | CORE Susquehanna AmeriCorps | |
| **Service Site:** | | Bucknell University | | **Date Submitted:** | 05/13/20 | |
| **Site Address:** | | 119 Bertrand Library  Lewisburg, PA 17837 | | **Travel Required:** | Yes | |
| **Compensation:** | | Living Stipend - $ 14,279.00  Education Award - $ 6,195.00 | | **Service Term:** | August 25, 2020 to August 7th, 2021 | |
| **Host Site Supervisor:** | | Kyle Bray & Lynn Pierson | | **Email:** | [kwb004@bucknell.edu](mailto:kwb004@bucknell.edu), lcp008@bucknell.edu | |
| **Phone:** | | 570-577-3973 | | **Posting URL:** | www.coreamericorps.org | |
| **Applications Accepted By:** | | | | **Person and phone to contact for interview if different from supervisor:** | | |
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| **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 Education and Outreach Coordinator will assist the Lewisburg Community Garden (LCG) in advancing its goals of supporting area food access by cultivating organic produce for donation and by providing space for community members to rent plots, and to offer increased educational opportunities to area residents emphasizing sustainability, nutrition, organic growing practices, and environmental stewardship. Additionally, this person will be responsible for serving with the Lewisburg Borough, other community-based organizations, and local residents to emphasize the “community” aspect of the LCG by developing a strong corps of volunteers not affiliated with Bucknell.  While Bucknell hopefully will always be a critical component of the LCG and will continue to provide management services for the foreseeable future, we recognize that the heavy Bucknell involvement has created a sense within the Lewisburg community that the LCG receives everything that it needs (including volunteers), from Bucknell, and that it is not necessary for the community to volunteer. With most community gardens, much of the work is accomplished by volunteers, especially those who are renting plot space at a garden – this is critical not only for ensuring that gardens are properly maintained, but also to foster the sense of community that is a key goal of any community garden. While it is true that, during the school year, the LCG receives a tremendous amount of volunteer support from Bucknell, the LCG lacks volunteers during the summer months, when the majority of Bucknell volunteers are not available. If the LCG had access to a consistent, robust group of community volunteers, these issues would be mitigated. We also view this as an opportunity for deeper investment in the LCG by the Lewisburg community, where residents do not simply access the LCG for programming, but to support the LCG directly. This will not only foster a stronger sense of community, but will greatly enhance the LCG's sustainability.  In addition to volunteer recruitment, primary functions of the Education and Outreach Coordinator position include serving with Bucknell faculty and staff to develop relevant and appropriate K-12 curricula, coordinating visits to the LCG by summer camps and youth groups, identifying topics and presenters for the Community Garden Enrichment Workshop Series, and promoting LCG efforts through print and digital media (including websites and social media). There is also the opportunity to develop educational workshops for the attendees of the weekly Community Harvest hot meal program affiliated with the LCG. The AmeriCorps member, as with all LCG staff, will also support the garden by assisting with garden maintenance and work with volunteers at the LCG, on tasks including planting, watering, weeding, and harvesting, on a regular basis, and will assist with the weekly Community Harvest hot meal program (where the bulk of the LCG produce is served). ***Along with this, the member will have the opportunity to advance Bucknell student engagement through support of student leadership development programming and training for Bucknell student volunteers.***  Additionally, there will be opportunities for the AmeriCorps member to engage with the Bucknell University Farm's educational and food access efforts, while the LCG will be their priority.  In 2020, Bucknell pivoted quickly to remote learning and remote work. The LCG is in operation, with safety protocol in place, and meetings take place through zoom or over the phone. Candidates for this position should be aware that work conditions may change from remote to in-person or back again to remote, as we follow the guidelines from the Governor regarding Covid-19. Pending Fiscal Year 2020-2021 funding | | | | | | |
| **Duties and/or required training** | | | | | | |
| * Serve with Bucknell faculty and staff, as well as the LCG Advisory Board, to develop K-12 educational curricula focused on environmental sustainability and stewardship, nutrition, the relationship between food and culture, etc. * Serve with Bucknell faculty and staff, as well as the LCG Advisory Board, to plan and implement a series of at least (6) Community Enrichment Workshops. Potential topics include technical topics such fermentation/preservation, organic growing practices, pest identification and management, etc., as well as broader topics such as the root causes of food insecurity in our region. * Coordinate site visits to the LCG and/or Bucknell University Farm by summer camps and youth groups * Promote LCG and Farm activities through updating the website and blog, utilizing social media, etc. * Participate in weekly tasks and maintenance, such as planting, watering, harvesting, etc. * Design signage and other educational materials to post at the LCG and Farm as appropriate * Supervise volunteers and community members engaging with the LCG * Assist with food preparation and service at the weekly Community Harvest hot meal * Participation in CORE AmeriCorps Group Activities * Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’ * ***High degree of comfort with technology such as Zoom, google documents and conference calls*** | | | | | | |
| **Minimum Qualifications (Academic, Physical or Experience)** | | | | | | |
| * Experience recruiting and managing volunteers   • Interest in community food systems and/or community gardening  • Basic familiarity with social media (E-mail, Facebook, Instagram, etc.)  • Passion for supporting access to nutritious food  • Comfortable working in an outdoor setting  • High school diploma (some college preferred)  • Ability to lift 40 pounds | | | | | | |
| **Proposed Weekly Schedule and Required Number of Hours per week.** | | | | | | |
| Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.  Mondays: 10:00 am – 6:30 pm  Tuesdays and Thursdays : 10:30 am - 7:00 pm  Wednesdays and Fridays: 9:00 am – 4:30 pm  Periodic evening and weekend shifts, schedule subject to change seasonally and based on weather. Some flexibility with scheduling. Office operates from 8:30 am to 4:30 pm. On days when evening work is required (managing the Community Harvest meal program and LCG volunteer shifts), it is generally permissible to come to work later in the day, rather than to work an extremely long day. This schedule may change as we respond to Covid-19 with school and business closures for safety. | | | | | | |
| ***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: | |  |

**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.