

<b>Position Title:</b>	AmeriCorps Member (Volunteer Coordinator)	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	DIG Furniture Bank	<b>Date Submitted:</b>	3/16/2022
<b>Site Address:</b>	368 Chestnut Street, Mifflinburg, PA 17844	<b>Travel Required:</b>	Yes
<b>Compensation:</b>	Living Stipend - \$5,000 Education Award - \$ 1,678.57	<b>Service Term:</b>	5/24/2022 – 8/6/2022 450 Hours
<b>Host Site Supervisor:</b>	Emily Gorski	<b>Email:</b>	<a href="mailto:emily@digfb.org">emily@digfb.org</a>
<b>Phone:</b>	5706589880	<b>Posting URL:</b>	<a href="http://www.coreamericorps.org">www.coreamericorps.org</a>
<b>Applications Accepted By:</b>		<b>Person and phone to contact for interview if different from supervisor:</b>	
Email Courtney Raker CORE Susquehanna AmeriCorps Program Director <a href="mailto:craker@union-snydercaa.org">craker@union-snydercaa.org</a>			
<b>Member Position Summary</b>			
<p><i>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.</i></p> <p><i>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'.</i></p>			
<p>The Volunteer Coordinator AmeriCorps member will manage daily volunteer recruitment, training, and scheduling. A volunteer-operated organization, DIG relies on the cooperation and coordination of volunteers to fulfill the high need of furniture deliveries across our tri-county service area. The AmeriCorps Member will work with the Logistics Coordinator to communicate volunteer needs and coordinate volunteer availability with our clients' schedules. The Volunteer Coordinator can expect to prioritize recruitment and communication with Delivery Drivers to maximize our delivery efficiency. The Volunteer Coordinator will also lead and host weekly open Volunteer Hours to welcome volunteers into DIG's storage space to help with organizing, sorting, processing, and packing weekly donations. The Member is required to have an active driver's license and be comfortable with providing delivery help if/when additional help is needed.</p>			
<b>Duties and/or required training</b>			
<ul style="list-style-type: none"> <li>• Send regular email communications to share volunteer needs with email listserv of volunteers</li> <li>• Match volunteer availability with clients' schedules to arrange furniture deliveries in partnership with the Logistics Coordinator</li> <li>• Lead prospective volunteers through training and onboarding process</li> <li>• Manage volunteer records using furniture bank software to keep volunteer contact information, schedules, for use across the organization</li> <li>• Answer phone calls and emails related to volunteers</li> <li>• Assist volunteers and/or Logistics Coordinator to respond to requests for rescheduled appointments</li> <li>• Work with the Founder to organize one-time volunteer opportunities for local businesses</li> <li>• Promote volunteer recruitment through online and in-person opportunities, such as presentations, fairs, etc.</li> </ul>			
<b>Prohibited Activities</b>			
<p>In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> <li>a. Attempting to influence legislation;</li> <li>b. Organizing or engaging in protests, petitions, boycotts, or strikes;</li> <li>c. Assisting, promoting, or deterring union organizing;</li> <li>d. Impairing existing contracts for services or collective bargaining agreements;</li> <li>e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;</li> <li>f. 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;</li> </ol>			

- g. 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.
- h. 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.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

**Minimum Qualifications (Academic, Physical or Experience)**

- Must be friendly and respectful to all clients, volunteers, coworkers, and partners
- Respect and maintain confidentiality of clients, volunteers, coworkers, and partners
- Proficient ability to navigate multiple technological systems and software required
- Comfort using online communication tools
- Demonstrated organization skills
- Ability to work in fast-paced environment with need for flexibility
- Comfort answering and making several phone calls a day
- Be self-directed, willing to take initiative, and detail-oriented
- Experience with Google Suite apps preferred
- Ability to lift 40+ pounds
- Member may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements.
- Member must have all clearances before serving Vulnerable Populations.

**Proposed Weekly Schedule and Required Number of Hours per week.**

Monday-Friday, 8:30 AM – 4 PM; weekend availability required at times  
 Flexible schedule may be accommodated  
 Regular availability required  
 On-site

***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***

Yes  No

*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: \_\_\_\_\_