

<b>Position Title:</b>	AmeriCorps Member	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Union-Snyder Community Action Agency	<b>Date Submitted:</b>	3/23/2022
<b>Site Address:</b>	713 Bridge Street, Suite 10 Selinsgrove, PA 17870	<b>Travel Required:</b>	Some
<b>Compensation:</b>	Living Stipend - \$5,000 Education Award - \$ 1,678.57	<b>Service Term:</b>	May 24- August 6 <sup>th</sup> (450 hrs)
<b>Host Site Supervisor:</b>	Rebecca Noles	<b>Email:</b>	rnoles@union-snydercaa.org
<b>Phone:</b>	570-374-0181	<b>Posting URL:</b>	www.coreamericorps.org
<b>Applications Accepted By:</b>		<b>Person and phone to contact for interview if different from supervisor:</b>	
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>			
<b>Duties and/or required training</b>			
<ul style="list-style-type: none"> <li>• Provide intake screening services to new clients and generate referrals for support programs</li> <li>• Provide computer, online learning, and workshop assistance for community members who have low income and participate in programs and services.</li> <li>• Maintain and update Customer Tracking system/ORS as directed.</li> <li>• Assist program participants in navigating the services available to them and aid case coordinators in assisting participants with goal planning.</li> <li>• Assist staff with daily preparation of materials for workshops.</li> <li>• Participation in CORE AmeriCorps Group Activities.</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> <li>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.</li> <li>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.</li> <li>i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;</li> </ol>			



j. Providing abortion services or referrals for receipt of such services; and k. Such other activities as the Corporation may prohibit.			
<b>Minimum Qualifications (Academic, Physical or Experience)</b>			
<ul style="list-style-type: none"> <li>• Strong interest or experience in Human Services</li> <li>• Able to communicate effectively with people of all social and economic levels</li> <li>• Ability to work independently and in a team setting</li> <li>• Computer Skills</li> <li>• Ability to work in a fast paced environment</li> <li>• Driver's License with clean driving record</li> </ul>			
<b>Proposed Weekly Schedule and Required Number of Hours per week.</b>			
Monday- Friday 8:30-4:30 PM			
<b>Will the member be serving vulnerable populations (children, youth, elderly, disabled)?</b>			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<i>I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.</i>			
Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	