

Position Title:	Volunteer Coordinator	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Snyder County Libraries	Date Submitted:	06/27/2022
Site Address:	1 North High St. Selinsgrove, PA 17870	Travel Required:	minimal
Compensation:	Living Stipend - \$ 18,000 Education Award - \$ 6,495	Service Term:	Aug 30,2022-Aug 5,2023 1700 Hours
Host Site Supervisor:	Pamela Ross	Email:	Pam.ross@snydercountylibraries.org
Phone:	570-374-7163	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Courtney Raker CORE Susquehanna AmeriCorps Program Director Craker@union-snydercaa.org		Pam Ross or Mitch Alday	
Member Position Summary			
<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>			
To provide for and coordinate volunteer activities at the library, and to help make the library a comfortable place for all.			
Duties and/or required training			
<ul style="list-style-type: none"> • Manage volunteer application process • Select suitable volunteer opportunities for interested volunteers • Serve as a liaison between potential volunteers and permanent library staff members • Serve at the library front desk • Create displays and otherwise encourage volunteers and others to use the library 			
Prohibited Activities			
<p>In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> a. Attempting to influence legislation; b. Organizing or engaging in protests, petitions, boycotts, or strikes; c. Assisting, promoting, or deterring union organizing; d. Impairing existing contracts for services or collective bargaining agreements; e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office; 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; 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)			
<ul style="list-style-type: none"> • Driver's license and reliable vehicle • Love of people and libraries • Customer service skills • Ability to communicate with people of all different social and economic levels • Comfort working with the disabled • Ability to work independently and with others • High school diploma or GED 			
Proposed Weekly Schedule and Required Number of Hours per week.			
7-8 hours a day, between the hours of 8:30am – 7pm, Monday-Saturday. Typically 5 days a week.			
Will the member be serving vulnerable populations (children, youth, elderly, disabled)?			
<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:	
Signature of AmeriCorps Staff:		Date:	