

Position Title:	Community Outreach and Volunteer Coordinator – AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps		
Service Site:	A&B Children's Theare	Date Submitted:	7/25/2025		
Site Address:	941 W Arch St, Coal Township	Travel Required:	No		
Compensation:	Living Stipend - \$10,498 Education Award – \$3,697.50	Service Term:	September 2, 2025 – August 1, 2026		
Host Site Supervisor:	Meagan Baumgartner	Email:	abchildrenstheatre@gmail.com		
Phone:	570-274-5996	Posting URL:	www.coreamericorps.org		
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:			
Email Julia Edick CORE Susquehanna AmeriCorps Program Director jedick@union-snydercaa.org					
Member Position Summary <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> <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>					
A&B Children's Theatre's mission is to provide local opportunities for underserved groups to participate in the arts. The Community Outreach & Volunteer Coordinator will allow A&B Children's Theatre to expand their community outreach and participate and provide more community projects to those in Coal Township. A&B Theatre primarily serve you and differently abled individuals to provide opportunities for all.					
Duties and/or required training					
<ul style="list-style-type: none"> • Create and implement new outreach materials to increase volunteer recruitment • Create and implement new outreach materials to increase community involvement and partnerships • Plan and implement new programming for A&B's participants • Organize and execute community service projects to include A&B participants and community members • Update and create new community information materials to improve A&B's communication with their current clients and community • Plan and execute sign-ups for community service opportunities. • Keep materials organized and ready for when community partners and members • Be volunteers point of contact • Organize volunteer opportunities at theatre • Support evening access to services by providing a welcoming and supportive presence in the waiting room. Responsibilities include engaging with clients, providing information about community resources and services, gathering feedback, and helping ensure a safe, inclusive environment – Monday-Wednesday Evenings • Members may not participate in any activities included in the Prohibited Activities listed in the Partner Site Agreement and Member Service Agreement • Members must participate in CORE AmeriCorps group activities 					
Prohibited Activities					
In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from: <ol style="list-style-type: none"> Attempting to influence legislation. Organizing or engaging in protests, petitions, boycotts, or strikes. 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)

- Driver's License
- High School Diploma
- FBI, State Criminal Background Check
- Computer Skills
- Knowledge or Willingness to Learn Google Sheets
- Good Communication Skills
- Theatre or Dance Experience Preferred

Proposed Weekly Schedule and Required Number of Hours per week.
Monday–Wednesday | 3:00 PM – 8:00 PM

- Front desk coverage
- Organizing costumes and supplies

Saturday | 8:30 AM – 12:00 PM

- Cleaning and organizing around the studio
- Assisting with volunteer projects

Monday–Friday | Flexible hours between 9:00 AM – 1:00 PM

- Organizing
- Working on fundraising and volunteer projects

*schedule is subject to change

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:

Signature of AmeriCorps Staff:

Date: