



Position Title:	Education and Exhibits Specialist	Service Category:	CORE Susquehanna AmeriCorps		
Service Site:	Lewisburg Children's Museum	Date Submitted:	7/25/2025		
Site Address:	815 Market St., Ste. #14	Travel Required:	Occasion outreach in local region		
Compensation:	Living Stipend - \$20,995 Education Award - \$7395	Service Term:	September 2, 2025 – August 1, 2026		
Host Site Supervisor:	Mary Beth Harris	Email:	director@lewisburgchildrensmuseum.org		
Phone:	570-768-4914	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>					
<p>The Education and Exhibits Specialist will play a key role in the development, planning, and execution of educational programming and exhibit improvement projects. The Education and Exhibits Specialist will enforce museum guidelines and safety procedures at all times ensuring that the museum remains safe and accessible for all guests. Due to the nature of the programming schedule, weekend availability is required.</p> <p>Candidates for this position must be eligible as a CORE AmeriCorps member from 8/2025-8/2026.</p> <p>Members may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements, and members must have all clearances before serving Vulnerable Populations.</p>					
Duties and/or required training					
<p>The Education and Exhibits Specialist tasks will include:</p> <ol style="list-style-type: none"> 1. Plan and coordinate educational programs at the LCM: assists Education Director with planning and facilitating regular educational programs such as Messy Mondays, STEM Saturdays and Science Lab Sundays; develop new educational programming either drop-in (included with admission) or workshop (registration required); organize and prepare materials needed for programming activities; analyze and evaluate the effectiveness of activities and programs, and document attendance. 2. Maintain and enhance Museum exhibits: assists Executive Director with monitoring and evaluating exhibits for functionality, learning, and fun to create one-of-a-kind experiences; Manages exhibit improvement projects, including prop and part replacement, signage creation, painting projects, and light repairs; Research exhibit best practices and quality vendors for exhibit improvements; Inventory existing exhibits' components and create a replacement cost database 3. Daily Operations: Register trained and able to answer basic operational guest and employee questions; monitor the floor (resetting exhibits, interacting with customers); assist with opening/closing procedures 4. Participating in CORE Susquehanna AmeriCorps monthly convenings. 					
Prohibited Activities					



In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- 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)

- Experience working with children (primarily 0-10 years old) and/or facilitating public programs with a variety of ages; STEM education experience preferred but not required.
- Ability to communicate quickly and efficiently with other staff members through multiple mediums including but not limited to email, Google Drive documents, and face to face meetings.
- Ability to properly utilize Google Drive & Microsoft programs (PowerPoint, Excel)
- Eligible as an AmeriCorps Member, providing 1700 hours of service to the LCM between August 25, 2025 and August 8, 2026; Participate in CORE AmeriCorps Group Activities
- High school diploma or equivalent required
- Must be willing to complete all required background checks and clearances
- Willingness to serve as a positive role model and maintain professional boundaries
- Must be committed to national service and the AmeriCorps mission

Proposed Weekly Schedule and Required Number of Hours per week.

Roughly 37.5, some weekend or evening hours may be required due to the nature of work

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: