

Position Title:	River Towns Program Assistant - AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps		
Service Site:	The Susquehanna Greenway Partnership	Date Submitted:	8/6/2025		
Site Address:	301 Market Street, Unit #649 Lewisburg Pennsylvania 16854	Travel Required:	Yes – travel to trail sites, event locations, and partner meetings		
Compensation:	Living Stipend - \$20,995 Education Award – \$7,395	Service Term:	September 2, 2025 – August 1, 2026		
Host Site Supervisor:	Leslie Warriner	Email:	lwarriner@susquehannagreenway.org		
Phone:	570-764-0463	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>					
The River Towns Assistant will help build the capacity of the Susquehanna Greenway Partnership by supporting community engagement, program development, and outreach within the River Towns Program. This position will enhance regional collaboration, promote conservation and outdoor recreation, and increase access to community resources through the development of onboarding materials, digital storytelling tools and public outreach.					
Duties and/or required training					
<ul style="list-style-type: none"> • Assist in the research and development of River Towns Program onboarding modules • Support outreach and communication with existing and prospective River Town communities • Help coordinate and support onboarding sessions, workshops, and partner meetings • Curate and organize materials for the River Towns Toolkit, including community profiles and resources • Assist with the development of story maps and digital content to help towns share their identity through narratives, maps and photos • Support public outreach and education at SGP events (e.g., Outdoor Expo, tabling events, and community outings) • Maintain and manage resource files for the River Towns Program • Participate in CORE Susquehanna AmeriCorps monthly convenings • 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. Impairing existing contracts for services or collective bargaining agreements. 					

<ul style="list-style-type: none"> 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 High School Diploma FBI, State Criminal Background Check Excellent communication skills Ability to manage data, logistics, and project timelines Proficiency in Microsoft Office, mapping tools, and Canva preferred Ability to work outdoors and travel to sites Interest in trails, conservation, and public recreation access Team-oriented and detail-focused Must be punctual, reliable, and able to receive constructive feedback professionally Demonstrates appropriate use of personal and professional boundaries
Proposed Weekly Schedule and Required Number of Hours per week.
Monday–Friday, 9:00 AM – 4:00 PM, with occasional evenings/weekends for events and field work
<i>Will the member be serving vulnerable populations (children, youth, elderly, disabled)?</i>
<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: <input style="width: 80%;" type="text"/>
Signature of Member Accepting Position: <input style="width: 40%;" type="text"/> Date: <input style="width: 40%;" type="text"/>
Signature of Site Supervisor: <input style="width: 40%;" type="text"/> Date: <input style="width: 40%;" type="text"/>
Signature of AmeriCorps Staff: <input style="width: 50%;" type="text"/> Date: <input style="width: 30%;" type="text"/>