

Position Title:	Volunteer Coordinator AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	DIG Furniture Bank	Date Submitted:	7/22/23
Site Address:	14 Elm Street, Milton, PA 17847	Travel Required:	Yes
Compensation:	Living Stipend - \$18,000 Education Award - \$6,895	Service Term:	8/21/2023-8/2/2024
Host Site Supervisor:	Emily Gorski	Email:	emily@digfb.org
Phone:	570-713-5039	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
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>			
<p>DIG's Volunteer Coordinator AmeriCorps Member will manage our growing volunteer program, including recruitment, training, scheduling, engagement, and management. The AmeriCorps Member will be responsible for ensuring that weekly shifts are covered by volunteers, including but not limited to Delivery Assistants, Personal Shoppers, Administrative Assistants, and Donation Sorters. This position will also provide assistance in securing volunteers for special events such as outreach activities, fundraisers, and community events.</p>			
Duties and/or required training			
<ul style="list-style-type: none"> • Send weekly emails to active volunteer network to communicate upcoming volunteer needs • Work in close partnership with the Operations Director to contact DIG clients to schedule deliveries or pickups in coordination with volunteer availability • Ensure weekly volunteer schedule is fulfilled • Host regular new volunteer orientations to review what DIG is, how we operate, our various volunteer positions and needs, and a basic "housekeeping" review of our space • Recruit new volunteers through events and relationship building with local universities, employers, volunteer organizations, etc. • Work in partnership with the Executive Director to promote diversity, equity, and inclusion (DEI) through new positions, trainings, and conversation • Assist with deliveries and pick ups, as needed • Other coordination support as identified 			
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)

- Must be a self-starter with a collaborative, positive attitude and must be able to work independently or as a team member
- Possess good written, verbal, and record keeping skills
- Exceptional attention to detail and possesses strong organizational and time management skills
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism
- Confident to speak in public or virtually to small and large groups of community members in a variety of settings such as Zoom or in-person gatherings
- Ability to build collaborative working practices with multiple community stakeholders
- Good computer skills and ability to work with different computer applications, including Google Suite
- Possess good understanding and/or passion about diversity, equity, and inclusion initiatives
- Evening and weekend availability is required

Proposed Weekly Schedule and Required Number of Hours per week.

Tuesday-Saturday, 10 AM – 6 PM

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:	