

Position Title:	AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Lewisburg Downtown Partnership	Date Submitted:	02/22/2024
Site Address:	328 Market Street, Lewisburg, PA 17837	Travel Required:	No
Compensation:	Living Stipend - \$5,000 Education Award - \$1,824.07	Service Term:	May 13, 2024-August 3,2023
Host Site Supervisor:	Ellen Ruby	Email:	Ellen.ruby@lewisburgpa.com
Phone:	570-523-1743	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>			
Duties and/or required training			
<ul style="list-style-type: none"> • Participation in CORE AmeriCorps Group Activities • Members may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements • Members must have all clearances before serving Vulnerable Populations <p>Community Zone (CZ) – Technology Tutoring (4hrs/week)</p> <p>Lewisburg Neighborhoods (LN) – (10hrs/week)</p> <ul style="list-style-type: none"> ○ Assist in organizing and participating in Slow Roll Bicycle ride around town: Wednesday 6pm ○ Green Team weekly meeting – organizing, preparation and attendance: Monday 6pm ○ Litter Pickup – assist with and coordinate with volunteers to keep identified areas clear of litter ○ Yield to Pedestrian signs – walk route of sign placement, report any maintenance required to signs or missing signs to LN director ○ Shade Trees – watering of newly planted shade trees <p>Lewisburg Downtown Partnership (LDP) – (2hrs/week)</p> <ul style="list-style-type: none"> ○ Litter Pickup – assist with and coordinate with volunteers to keep downtown business district clear of litter ○ Tree Well maintenance – communicate with business or property owners to identify those requiring assistance with maintenance of the wells containing shade trees in front of properties in the downtown business district. Complete weeding, planting, and mulching as needed. ○ Social media marketing and promotion of downtown Lewisburg – messaging and promotion of events that are free to the public ○ Assist with Downtown Lewisburg Restaurant Week event through outreach and liaison with restaurants. Assist in creating a marketing plan for the event. <p>LDP, LN, CZ projects, promotions, and events (11.5hrs/week)</p> <ul style="list-style-type: none"> ○ Assist with weekend and evening events including Summer Craft Fair, June 1st, Listening Room events, Poetry and Reading events, Community Clean Up event. ○ Volunteer recruitment to assist at the events and promotions listed above. 			
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)

- Able to communicate effectively, both verbally and in writing
- Ability to work independently
- Basic Technology Tutoring skills, basic computer, and smart phone knowledge- ability and willingness to work with aging population
- Experience with or willingness to learn how to research a topic online and create an effective report of subject data
- Able to interact well with people in person, on the phone, and by email/text
- Physical Demands:
Approximately 40% of work will be located outdoors
Must be able to sit, stand, move, climb, walk to complete various outdoor activities, including picking up litter, weeding, planting, mulching, with proper equipment provided.

Proposed Weekly Schedule and Required Number of Hours per week.

Monday: 11:30am to 7:30pm
 Tuesday: 8:30am to 4:30pm
 Wednesday: 11:30am to 7:30pm
 Thursday: 8:30am to 4:30pm
 Friday: 8:30am to 4:30pm
 Weekend and evening events, if available.

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:	