



Position Title:	Volunteer Coordinator – Capacity Building	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Gelnett Memorial Library	Date Submitted:	
Site Address:	1 North High Street Selinsgrove, PA 17870	Travel Required:	No
Compensation:	Living Stipend - \$18,000 Education Award - \$6,895	Service Term:	August 21, 2023-August 02, 2024
Host Site Supervisor:	Mitch Alday, Assistant Director	Email:	mitch.alday@snydercountylibraries.org
Phone:	570-374-7163	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>At Snyder County Libraries, we are seeking a highly organized and motivated Volunteer Coordinator to join our team. As a Volunteer Coordinator, you will play a vital role in recruiting, training, and managing volunteers to support our library's mission. You will be responsible for coordinating volunteer activities, ensuring a positive volunteer experience, and facilitating effective communication between volunteers and staff members. As our Volunteer Coordinator, you will be instrumental in building and maintaining strong relationships with volunteers, fostering a sense of community, and maximizing their contributions to our organization. As an AmeriCorps Member, you may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements. You must also have all clearances before serving Vulnerable Populations.</p>			
Duties and/or required training			
<ol style="list-style-type: none"> 1. Volunteer Recruitment and Onboarding: <ul style="list-style-type: none"> • Develop and implement volunteer recruitment strategies to attract a diverse pool of volunteers. • Create engaging volunteer opportunities and advertise those opportunities through various channels. • Conduct volunteer orientation and training sessions to familiarize volunteers with our organization's goals, policies, and procedures. • Collaborate with staff members to identify volunteer needs and match volunteers with appropriate roles. 2. Volunteer Management and Support: <ul style="list-style-type: none"> • Maintain volunteer records (through GivePulse when applicable), including contact information, hours worked, and tasks completed. • Schedule and coordinate volunteer shifts (through GivePulse when applicable), ensuring adequate coverage for all required activities. • Provide ongoing support and guidance to volunteers, addressing their concerns, providing resources, and recognizing their contributions. • Foster a positive volunteer culture by organizing volunteer appreciation events and recognizing exceptional volunteer efforts. 3. Communication and Collaboration: <ul style="list-style-type: none"> • Serve as the primary point of contact for volunteers, responding to inquiries, and providing timely and accurate information. • Facilitate effective communication between volunteers and staff members, ensuring a smooth flow of information. • Collaborate with program managers and team leaders to assess volunteer needs and integrate volunteers into relevant projects and initiatives. 			



- Promote collaboration and teamwork among volunteers, fostering a sense of belonging and shared purpose.
4. Volunteer Program Development:
- Continuously evaluate and improve the volunteer program by collecting feedback from volunteers and stakeholders.
 - Develop and implement strategies to enhance volunteer engagement, retention, and satisfaction.
 - Stay updated on volunteer management best practices and trends to introduce innovative approaches to volunteer recruitment and retention.

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)

- Driver's license and reliable vehicle
- Love of people and libraries
- Customer service skills
- Ability to communicate with all social and economic backgrounds
- Ability to work independently and with others
- High school diploma or GED

Proposed Weekly Schedule and Required Number of Hours per week.

- 7-8 hours per day, between 9 am and 7 pm Monday through Thursday and between 9 am and 5 pm on Friday and Saturday.
- The libraries are closed for a number of holidays.
- Member is expected to be able to provide service between Christmas and New Year's.

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:	