

<b>Position Title:</b>	AmeriCorps Member	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Union County Housing Authority	<b>Date Submitted:</b>	March 26, 2024
<b>Site Address:</b>	1610 Industrial Blvd Ste 400 Lewisburg, PA 17837	<b>Travel Required:</b>	No
<b>Compensation:</b>	Living Stipend - \$5,000 Education Award - \$1,824.07	<b>Service Term:</b>	May 13, 2024 – August 3, 2024
<b>Host Site Supervisor:</b>	Allyson Weaver	<b>Email:</b>	<a href="mailto:a.weaver@unioncha.org">a.weaver@unioncha.org</a>
<b>Phone:</b>	570-522-1300 ext. 316	<b>Posting URL:</b>	<a href="http://www.coreamericorps.org">www.coreamericorps.org</a>
<b>Applications Accepted By:</b>		<b>Person and phone to contact for interview if different from supervisor:</b>	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director <a href="mailto:jkrispin@union-snydercaa.org">jkrispin@union-snydercaa.org</a>			
<b>Member Position Summary</b>			
<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>. The AmeriCorps member will provide support for the Housing Choice Voucher (Section 8) Programs and the Justice Bridge Housing Program at the Housing Authority. The member will receive training in application services and tenant certifications. Likewise, the member will serve in the Community Services Center Pantry, which provides food and diapers to individuals receiving services at the CSC and will provide outreach of services and information to the general public.</p>			
<b>Duties and/or required training</b>			
<ul style="list-style-type: none"> <li>• Provide support to the CSC Pantry: <ul style="list-style-type: none"> <li>• Engage with community partners to facilitate donations</li> <li>• Coordinate with partners and community members to collect food and diaper donations</li> <li>• Create and distribute outreach materials to community partners and members</li> </ul> </li> <li>• Create and distribute outreach of housing and human services information to individuals receiving services at a Community Services site</li> <li>• Provide service to the housing voucher and Justice Bridge Housing programs</li> <li>• Create and check-in on family programs throughout all housing sites</li> <li>• Complete required Union County Housing Authority trainings</li> <li>• Participation in CORE AmeriCorps Group Activities</li> </ul>			
<b>Prohibited Activities</b>			
<p>In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> <li>a. Attempting to influence legislation.</li> <li>b. Organizing or engaging in protests, petitions, boycotts, or strikes.</li> <li>c. Assisting, promoting, or deterring union organizing.</li> <li>d. Impairing existing contracts for services or collective bargaining agreements.</li> <li>e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.</li> <li>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.</li> </ol>			

- 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)**

- Valid driver’s license
- Strong communication skills
- Ability to work with children and adults
- Ability to work one evening a week

**Proposed Weekly Schedule and Required Number of Hours per week.**

- 8:30am – 4:30 pm Monday thru Friday
- 1 evening/week – approx. 2-3 hours

***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: