



<b>Position Title:</b>	ACM: Summer Volunteer Coordinator	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Setebaid Services,® Inc.	<b>Date Submitted:</b>	2/16/2024
<b>Site Address:</b>	1157 Westbranch Highway Winfield, PA 17889-0196	<b>Travel Required:</b>	Occasionally
<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>	Mark Moyer, MBA, MHA, Executive Director	<b>Email:</b>	<a href="mailto:info@setebaidservices.org">info@setebaidservices.org</a>
<b>Phone:</b>	(570) 524-9090	<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>		Jennifer Snyder, Business Operations Manager Setebaid Services, Inc. <a href="mailto:info@setebaidservices.org">info@setebaidservices.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><b><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></b></p>			
<p>The Summer Volunteer Coordinator provides support for the volunteers who work in the organization's summer camps for children and teens living with diabetes. Specifically, the Summer Volunteer Coordinator (SVC) will provide support to the organization's administration to recruit potential volunteers at diabetes health fairs, and other diabetes events (e.g. diabetes walks, etc.). The SVC will assist potential volunteers as they complete necessary requirements (e.g. applications, background checks, etc.) to assure volunteers have their file complete and are eligible to work with youth in the Commonwealth of Pennsylvania. The SVC will assist training the volunteers and tracking their progress through the training process, gather information on campers or participants for the volunteers' use, and assist them obtain any needed supplies for the camps or programs. Finally, the SVC will work with the volunteer camp and program planning committees to plan the camps and programs, always assuring the plans fit within organizational policies and safety practices set by Setebaid Services' Board of Directors.</p>			
<b>Duties and/or required training</b>			
<ol style="list-style-type: none"> <li>1. Attend Training and Orientation for Organizational Policies and Human Resource Practices. Following this orientation, you should understand: <ul style="list-style-type: none"> <li>• The basics of Human Resources Laws and Practices</li> <li>• Setebaid Services' Philosophy on diabetes education</li> <li>• Setebaid Services' Programs</li> <li>• Setebaid Services' Practices and Policies</li> </ul> </li>   <li>2. Assist the organization's administration to recruit volunteers to operate the organization's summer camps for children living with diabetes. <ul style="list-style-type: none"> <li>• Attend Diabetes Fairs, Walks and other events to recruit volunteers when requested by the administration.</li> <li>• Assist the administration recruit volunteers from university programs (e.g. health professions clubs, departments of nursing, pre-medicine, dietetics, education, etc.)</li> <li>• Post volunteer recruitment messages on social media (e.g. Facebook, Twitter, etc.) as requested by the Volunteer Coordinator</li> <li>• Answer questions of potential volunteers via phone, email, and social media</li> </ul> </li> </ol>			

- Coach volunteers to select the best type of position which suits their needs and abilities (e.g. camp staff, day volunteers, marketing volunteers, or office volunteers)
3. Assist Potential Volunteers To Complete Their Youth Serving Portfolio
    - Send potential volunteers applications, required paperwork, background check applications, etc.
    - Assist volunteers complete all paperwork; keep the volunteer updated on the status of their application and what is still needed to complete their file
    - Assure the volunteers files are complete in a timely manner
    - Provide a copy of the volunteer's background check to the volunteer, if requested.
  4. Train Volunteers, Based Upon Their Volunteer Duties. Training will be in the following areas:
    - Personnel Policies
    - Child Development
    - Safety Practices and Procedures (e.g. Emergency Procedures)
    - Child Abuse Recognition, Reporting, and Prevention
    - General Policies
    - Other areas as determined
    - Assist the administration to conduct an evaluation of the training to determine its effectiveness with the volunteers
  5. Assist in the Collection of Youth Information to Share with the Volunteers
    - Assist the Business Operations Manager and Receptionist to collect camper, youth, and participant information which is shared with the volunteers so they may best serve the youth
    - Call families to collect more information if their submitted information is not complete
    - Receive supplies ordered for the volunteers use at the summer camps, family education conference, or teen weekend programs (e.g. programs)
    - Enter all data into the database and print reports for volunteers use at the programs
    - Update data as needed and notify the volunteers of updated information as needed
  6. Attend two-weeks of summer camp to assist volunteers
    - Assist with move-in at the camp site
    - Greet and welcome volunteers when they arrive at their assigned camp
    - Assure the volunteers have the week's schedule
    - Review the volunteers' file upon arrival and update any necessary changes in the file
    - Assist with the volunteer training and all staff meetings
    - Problem-solve issues for volunteers
  7. Participation in CORE AmeriCorps Group Activities
  8. Member must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.

#### **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**

- At least 18 years-of-age and a High School Diploma is required.
- Prefer a college student studying Education, Psychology, Social Work, a health related-field, or a related-field.
- Ability to work with children and teens and live at summer camp for two-weeks.
- Work experience is preferred.
- Valid Driver's License and reliable transportation is required.
- Ability to relate to and effectively communicate with young volunteers (e.g. college students) is required

**Proposed Weekly Schedule**

- Monday – Friday 9 AM – Noon and 1 PM - 5 PM
- Some work will be on weekends (e.g. camps, diabetes fairs or walks, etc.) or in the evening; all work outside of normal hours will be compensated with an hour off for an hour worked.
- The minimum of 450 hours will be required to complete the program year. Member must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.

***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***

Yes  No

***Will the contact with vulnerable populations be episodic or reoccurring?***

Episodic  Reoccurring

*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: \_\_\_\_\_