

Position Title:	AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Donald Heiter Community Center <i>(Donald L. Heiter Community Center, Inc.)</i>	Date Submitted:	06/22/2023
Site Address:	100 North 5 th Street, Lewisburg, PA 17837	Travel Required:	No
Compensation:	Living Stipend - \$18,000 Education Award - \$6,895	Service Term:	August 21, 2023 August 02, 2024
Host Site Supervisor:	Andrea Tufo	Email:	donaldheiter@gmail.com
Phone:	570-524-5000	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		Same as above	
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>			
<ul style="list-style-type: none"> • . Assist in the direction, supervision, and organization of youth, during activities <ul style="list-style-type: none"> <input type="checkbox"/> Apply basic youth development principles in working with participants through communication, relationship development, and respect for diversity, involvement, and empowerment of youth. <input type="checkbox"/> Assure participants are properly supervised at all times. <input type="checkbox"/> Be aware of and implement safety guidelines. • To help organize the program specific supplies of the DHCC and create an inventory system that allows programming staff to more efficiently use the supplies we have and to improve donation solicitations for in-kind supplies. This includes, but is not limited to, things such as arts and crafts supplies, board games, gym equipment, educational supplies, library books, etc. • To decorate DHCC bulletin boards and programming spaces on a monthly basis in a way that engages participants and visitors. • To facilitate monthly art projects that will be displayed at Mifflinburg Bank & Trust for community engagement. • To support the growth and development of our online presence for the specific intent of program development, volunteer recruitment and retention, and community understanding of DHCC. The member will not be advertising or developing content for fundraising events. All online activity will be supervised by the DHHC Marketing Committee. • Participate in the development and implementation of program activities within the mission and outcomes. <ul style="list-style-type: none"> <input type="checkbox"/> Responsible for leading and assisting with the teaching of activities, ice breakers, and time fillers. <input type="checkbox"/> Actively participate in all program areas as assigned. <input type="checkbox"/> Provide for the progression of activities with the framework of individual and group interests and abilities. 			

- Assist in program areas such as team builders, icebreakers, group challenges, workshops, etc.
- Maintain high standards of health and safety in all activities for children and staff.
 - Ensure the daily care is provided for each child and recognize personal health needs.
 - Be alert to participants and staff needs and assist them with personal and/or health problems, and discuss concerns with director/coordinator when needed.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to, report repairs needed promptly to director.
- Be a role model to participants and staff in your attitude and behavior.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to participants and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship and respect to differences.
- Other job duties
 - Participate enthusiastically in all activities, planning, and leading those as assigned.
 - Maintain professionalism at all times while involved, whether on the clock or not.
 - Observe participants behavior, assess its appropriateness, and apply applicable behavior-management techniques if needed.
 - Escort children to all activities and workshops and help with clean-up.
 - Encourage respect for personal property, DHCC Property, equipment, and facilities.
 - Prepare for and actively participate in pre-program trainings and meetings.
 - Assist directors/coordinators in moving supplies and general preparedness.
 - Cooperation with the entire program team in working together for the welfare of the community.
 - To inform the director/coordinator immediately for any personal, medical, or social concerns of the participants and/or staff.
 - Interaction with the children – do not use your cell phone, text, no laptops, no ipods – do not work on homework, or hobbies such as knitting, etc... during working hours.
 - Attend open houses and conferences, as needed.
 - Do reports of student progress
 - Manage Volunteers
- Participation in CORE AmeriCorps Group Activities **(Required)**
 Members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements' This position description is an Addendum to the Member Agreement. **(Required)**.

Duties and/or required training

Required Trainings and/ or certificates:

- Child Abuse History Clearance
- State Police Background Check
- FBI Background Check
- Sexual Offenders List check
- First Aid/ CPR/ AED Infant, Child, Adult
- Mandated Reporting Course

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
- 18 years or older
- Experience working with children
- Physical Requirements
 - Ability to communicate and work with groups and provide necessary instruction to campers and staff.
 - Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
 - Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision.
- Additional physical requirements of a Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, climbing stairs, stretching; requires hand-eye coordination and manual dexterity to manipulate outdoor equipment such as times when we might canoe or set up equipment to play volleyball; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs; willing to live in a camp setting (we have a one week overnight camping trip) and work irregular hours; and with daily exposure to the sun and heat. We also take walking trips to local parks, pools, and weekly field trips to amusement parks, state parks, museums, etc. which can be physically taxing.

Proposed Weekly Schedule and Required Number of Hours per week.

DHCC AmeriCorps and Staff Members must be willing to offer some flexibility in their schedules due to the occasional evening or weekend meeting or event. However most often we work two shifts. Either 5:30 AM- 1:30 PM or 10 AM- 6 PM with a 30 minute break Monday- Friday.

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: _____

