

<b>Position Title:</b>	Activities Coordinator – AmeriCorps Member	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Lewisburg Children’s Museum	<b>Date Submitted:</b>	2/5/2025
<b>Site Address:</b>	815 Market Street. Ste. #14	<b>Travel Required:</b>	No
<b>Compensation:</b>	Living Stipend - \$5,294 Education Award - \$1,956.35	<b>Service Term:</b>	May 12, 2025- August 2, 2025
<b>Host Site Supervisor:</b>	Mary Beth Harris	<b>Email:</b>	director@lewisburgchildrensmuseum.org
<b>Phone:</b>	570-768-4914	<b>Posting URL:</b>	www.coreamericorps.org
<b>Applications Accepted By:</b>		<b>Person and phone to contact for interview if different from supervisor:</b>	
Email Julia Edick CORE Susquehanna AmeriCorps Program Director <b>jedick@union-snydercaa.org</b>			
<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 Activities Coordinator will play a key role in the development, planning, and execution of Messy Mondays and ongoing weekend activities, such as STEM Saturdays, summer camp planning and coordination, and other hands-on, activities in our programming room and exhibit space for children 0-12 years old. The Activities Coordinator will enforce museum guidelines and safety procedures at all times ensuring that the museum remains safe and accessible for all guests. Due to the nature of the programming schedule, weekend availability is required.</p> <p>Candidates for this position must be eligible as a CORE AmeriCorps member from 5/12/2025-8/02/2025.</p> <p>Members may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements, and members must have all clearances before serving Vulnerable Populations.</p>			
<b>Duties and/or required training</b>			
<p>The Activities Coordinator tasks will include:</p> <ol style="list-style-type: none"> <li>1. Plan/coordinate summer camps at the LCM: working directly with the Education Director to oversee the daily operations of camp, managing behind-the-scenes tasks of camp operations, coordinating communication between guests and the museum, and potentially leading camp activities where applicable.</li> <li>2. As directed by Director of Education: assist with Creation Station, pop-up programs and/or sensory activities, Messy Mondays and STEM programs, and/or other weekend programs; lead public programs and activities for children and adults; organize and prepare materials needed for programming activities; analyze and evaluate the effectiveness of activities and programs, and document attendance.</li> <li>3. Daily Operations: Able to answer basic operational guest and employee questions; monitor the floor (resetting exhibits, interacting with customers);</li> <li>4. Participating in CORE Susquehanna AmeriCorps monthly convenings.</li> </ol>			
<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> </ol>			

- 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)**

- Experience working with children (primarily 0-10 years old) and/or facilitating public programs with a variety of ages; STEM education experience preferred but not required.
- Ability to communicate quickly and efficiently with other staff members through multiple mediums including but not limited to email, Google Drive documents, and face to face meetings.
- Ability to properly utilize Google Drive & Microsoft programs (PowerPoint, Excel)
- Eligible as an AmeriCorps Member, providing 450 hours of service to the LCM between May 12, 2025 and August 2, 2025; Participate in CORE AmeriCorps Group Activities
- Possess, or be able to obtain, completion of all security clearances required to work with children (if applicant is over the age of 18)

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

Roughly 32-35 hours per week, some weekend or evening hours may be required due to the nature of work

***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: