

Position Title:	Volunteer and Operations Coordinator - AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Bloomsburg Children's Museum	Date Submitted:	3/26/25
Site Address:	2 West 7 th Street Bloomsburg, PA 17815	Travel Required:	no
Compensation:	Living Stipend - \$5,294 Education Award - \$1,956.35	Service Term:	5/12/25 – 8/2/25
Host Site Supervisor:	Ginny Weibel	Email:	ginnyw@the-childrens-museum.org
Phone:	570-389-9206	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Julia Edick CORE Susquehanna AmeriCorps Program Director jedick@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>The Volunteer & Operations Coordinator will play a hands-on role in directly engaging with BCM's volunteers and staff to strengthen HR processes, enhance training initiatives, and ensure smooth onboarding experiences. This AmeriCorps member will be actively involved in compliance, training facilitation, and direct support for volunteers and employees to improve daily operations.</p>			
Duties and/or required training			
<ul style="list-style-type: none"> • Volunteer & Staff Engagement: Serve as a primary point of contact for volunteers and staff, assisting them with onboarding, training, and ongoing support. • Onboarding Facilitation: Personally guide new hires and volunteers through the onboarding process, providing clear explanations and hands-on support to ensure a seamless transition into BCM. • Training Development & Implementation: Facilitate in-person and virtual training sessions, including mandated reporter training, active shooter protocols, fire safety, shelter-in-place procedures, and first aid/CPR. Ensure participants complete all required training. • File Audits and Compliance Checks: Collaborate directly with staff and volunteers to ensure their files meet all state and federal regulations, including background checks, mandated clearances, and tax documentation. • SOP Implementation: Train staff and volunteers on newly developed SOPs, ensuring they understand and can apply these procedures in their daily roles. • Volunteer Coordination & Support: Assist with volunteer scheduling, check-ins, and ongoing engagement activities to create a positive and productive volunteer experience. • Employee Handbook Review: Partner closely with the Museum Director to review, update, and communicate handbook policies, ensuring staff and volunteers have access to clear and up-to-date guidelines. 			
Prohibited Activities			
<p>In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> Attempting to influence legislation. Organizing or engaging in protests, petitions, boycotts, or strikes. 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)

- **Passion for Direct Service & Community Engagement:** Enjoys engaging with people and providing hands-on support to volunteers and staff.
- **Strong Communication Skills:** Comfortable leading training sessions, explaining policies, and engaging with staff and volunteers in a supportive and accessible manner.
- **Detail-Oriented Mindset:** Able to conduct meticulous file audits and ensure compliance with required documentation.
- **Organizational & Planning Skills:** Capable of coordinating volunteer schedules, onboarding processes, and training initiatives efficiently.
- **Tech Proficiency:** Experience or willingness to learn digital file management tools such as Google Workspace and Microsoft Office.
- **Team-Oriented Attitude:** Enthusiastic about collaborating with BCM's small but dedicated team and fostering a welcoming environment for volunteers and staff.

Proposed Weekly Schedule and Required Number of Hours per week.

Monday-Friday, 9 AM – 5 PM

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:	