

<b>Position Title:</b>	Volunteer Coordinator	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Union-Snyder Community Action Agency	<b>Date Submitted:</b>	7/1/2024
<b>Site Address:</b>	713 Bridge Street, Suite 10 Selinsgrove, Pa 17837	<b>Travel Required:</b>	No
<b>Compensation:</b>	Living Stipend - \$10,000 Education Award - \$3,697.50	<b>Service Term:</b>	TBD – August 2, 2025
<b>Host Site Supervisor:</b>	Nicole Peterson	<b>Email:</b>	npeterson@union-snydercaa.org
<b>Phone:</b>	570-374-0181	<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 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>Union-Snyder Community Action Agency envisions a future where all residents of Union and Snyder counties have equal opportunity to reach their full social, civic, and economic potential. For people living with low income, barriers to self-sufficiency can be caused by factors related to poverty that include lack of safe and stable housing, poor nutrition, under education, incarceration, unemployment, transportation, and income insecurity. At Union-Snyder Community Action Agency, we address these barriers through strengths-based, holistic programs and services to ensure abundance and prosperity. The Volunteer Coordinator will support Union-Snyder Community Action Agency programs by recruiting, scheduling, and managing community volunteers for the Volunteer Income Tax Assistance (VITA) program and other CAA community efforts.</p>			
<b>Essential Functions/Duties and/or required training</b>			
<ul style="list-style-type: none"> <li>• Attend IRS VITA trainings (as needed) to gain required tax knowledge</li> <li>• Recruit, train, and schedule VITA volunteers in preparing tax documents for participants</li> <li>• Organize all volunteer materials for tax season (clipboards, workstations)</li> <li>• Schedule tax appointments for customers</li> <li>• Manage the information and data required for the VITA program through appropriate web portals and programs</li> <li>• Provide ongoing support to VITA volunteers</li> <li>• Record and report all volunteer time and keep accurate electronic and paper records of service time</li> <li>• Manage donations, tracking, and organization for The Linen Closet (TLC)</li> <li>• Organize volunteers for and participate in other CAA volunteer efforts including, for example, donation drives, deliveries of Basic Needs Program and food security efforts</li> <li>• Create and distribute new outreach materials (in-person, digitally, paper)</li> <li>• Attend Outreach events</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> </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)**

- Strong interest in serving with others in the human service/nonprofit sector
- Ability to communicate effectively with people with all social and economic backgrounds
- Ability to serve independently as well as in a team setting
- Proven problem-solving and decision-making skills
- Proven organizational skills in a complex, multi-tasking environment and the ability to manage multiple projects at once.
- Microsoft office skills and ability to learn new computer applications as needed
- Experience with creating social media content

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

- Monday-Friday 8:30-4

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