

Position Title:	Donation Coordinator – AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	DIG Furniture Bank	Date Submitted:	7/23/24
Site Address:	14 Elm Street, Milton, PA 17847	Travel Required:	3-county region
Compensation:	Living Stipend - \$10,000 Education Award - \$3,697.50	Service Term:	TBD – August 2, 2025
Host Site Supervisor:	Gabby Herman	Email:	gabby@digfb.org
Phone:	570-658-9880	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			
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>DIG's Donation Coordinator will assist with managing DIG's inventory of donated furniture and household items to ensure quality and abundance for clients overcoming crisis to receive for free. Duties include being present to receive scheduled donation drop offs, assisting with donation pick-ups, inspecting/cleaning/sanitizing recently received donations, and preparing donations for client delivery or pick up.</p>			
Duties and/or required training			
<ul style="list-style-type: none"> • Manage donation drop off calendar and be present to receive scheduled donations at DIG • Be present during DIG's open hours to answer drop-in donor questions • Inspect donations at the time of drop off to ensure it meets DIG's quality standards (training provided) • Work with the Operations Director and Delivery Drivers to coordinate and/or perform donation pick-ups • Work with volunteer team to inspect, clean, and sanitize all donations prior to putting them in the Client Showroom • Participate in CORE Susquehanna AmeriCorps monthly convenings • Participate in AmeriCorps Week Event, Second week in March 			
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"> 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)

- Alignment with DIG’s core values of dignity, abundance, commitment, humility, empathy, and fun; must be able to demonstrate respect and care for all people, no exceptions
- Must be a self-starter with a collaborative, positive attitude and must be able to work independently or as a team member
- Possess and maintain a valid driver’s license to drive company vehicle
- Ability and confidence to safely drive DIG’s 16’ box truck (no CDL license required; coverage under DIG auto insurance)
- Strong attention to detail, organizational, and time management skills
- Ability to communicate effectively through in-person and remote channels
- Ability to politely turn away donations for the mission and quality-control goals of DIG
- Openness to participate in DIG’s diversity, equity, and inclusion (DEI) trainings and conversations
- Must be able to lift up to 50 pounds
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation

Proposed Weekly Schedule and Required Number of Hours per week.

Tuesday-Saturday, 9 AM – 4 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:	