

<b>Position Title:</b>	Volunteer Coordinator	<b>Service Category:</b>	CORE Susquehanna AmeriCorps
<b>Service Site:</b>	Chesapeake Conservancy	<b>Date Submitted:</b>	05/31/2023
<b>Site Address:</b>	1250 W Sassafras St. Selinsgrove PA	<b>Travel Required:</b>	Moderate
<b>Compensation:</b>	Living Stipend - Standard Education Award - \$ Standard Housing Stipend - \$10,000 provided by Chesapeake Conservancy	<b>Service Term:</b>	
<b>Host Site Supervisor:</b>	Shannon Thomas	<b>Email:</b>	sthomas@chesapeakeconservancy.org
<b>Phone:</b>	570 372 4707	<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 jkrispin@union-snydercaa.org		N/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>The AmeriCorps member will support the day-to-day logistics for many of our Conservancy programs in central Pennsylvania. The AmeriCorps member will be responsible for recruitment and outreach of volunteers, planning and running events and educational trainings, and building capacity for our major programs (above and beyond what current staff are doing). These include the Live Stake Collaborative, Riparian Rangers: Union County, and partner streamside tree plantings. The member will serve the community by providing opportunities to maintain local water quality, as well as to learn about local ecology and why conservation and restoration are important to our livelihood. A driver's license and access to reliable transportation will be required to attend and coordinate volunteer events away from the host site.</p> <p>Members must participate in CORE AmeriCorps Group Activities.</p> <p>Members must have all clearances before serving Vulnerable Populations.</p> <p>Members may not participate in any activities included in the Prohibited Activities as listed in the Partner Site and Member Agreements.</p>			
<b>Duties and/or required training</b>			
<ol style="list-style-type: none"> <li>1. Increase capacity for Chesapeake Conservancy Pennsylvania programs <ol style="list-style-type: none"> <li>a. Live staking and buffer maintenance volunteer programs—reaching a larger volunteer base, integrating more partners, expanding the geographical reach of new projects, and other program leadership duties</li> <li>b. Restoration projects—assisting with outreach, creating new partnerships, strengthening existing partnerships, and helping with buffer planning and planting logistics</li> <li>c. Create advertising materials—to communicate event details with volunteers the CORE member will create virtual or physical advertising materials (fliers, etc.).</li> <li>d. Create educational materials—as part of planning volunteer trainings, or as part of educating the community about our projects (at a workshop, conference, tabling, etc.)</li> </ol> </li> </ol>			

- e. Participate in conferences and meetings to promote PA programs and collaboration opportunities with other conservation organizations.
- f. Other logistical support as identified for Pennsylvania programming.
- 2. Volunteer management for the Conservancy's central PA programs (live stake, buffer maintenance, partner tree planting)
  - a. Volunteer recruitment and outreach—the CORE member will oversee recruiting new and recurring volunteers for Chesapeake Conservancy events, they will communicate by email and phone call with local individuals and groups whose goals align with ours (i.e. local Audubon chapter, environmentally focused clubs at schools, Master Gardeners, Susquehanna University students, etc.). Volunteers will also be recruited through marketing via local media outlets.
  - b. Volunteer coordination—the CORE member will often oversee planning the events where volunteers are necessary, this includes choosing a date and time, coordinating with other Conservancy staff, securing a location and getting landowner permission, and communicating these details with volunteers participating in the events.
  - c. Volunteer training—the CORE member may have the opportunity to plan and coordinate volunteer trainings, this includes choosing a date and time, securing a location and getting landowner permission, creating an agenda and securing training leaders, and communicating this with participants.
  - d. Record volunteer numbers and hours for grant reporting.
- 3. Participate in volunteer events and trainings.
  - a. Live stake volunteering includes collecting and planting live stakes.
  - b. Buffer maintenance volunteering includes removing tree tubes, planting tree stakes, weed whacking, cutting back invasive species.
  - c. Other restoration project volunteering typically includes tree planting.
- 4. Oversee student interns by assigning tasks and providing guidance.
- 5. Will have opportunities to shadow and potentially collaborate with other Conservancy staff on projects such as ArcGIS mapping, video creation, virtual tool creation, environmental education curriculum development, water quality monitoring techniques, and more.
- 6. Maintain and manage Google Calendar to keep organized and communicate schedules with Chesapeake Conservancy and the PA team.
- 7. Supporting Gather and Grow programming, including participating in and completing workforce development focused trainings as available

#### **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)**

- Be self-directed, adaptable, and willing to take initiative

<ul style="list-style-type: none"> <li>• Positive attitude</li> <li>• Experience with Google Suite apps preferred</li> <li>• Comfort using online communication tools</li> <li>• Comfort with a hybrid position of field and office work</li> <li>• Ability to work outside for extended periods of time in variable weather conditions and terrain</li> <li>• Basic conservation knowledge</li> <li>• Driver's License required and access to reliable transportation, comfortability driving a larger vehicle is preferred</li> </ul>			
<b>Proposed Weekly Schedule and Required Number of Hours per week.</b>			
Monday-Friday, 8:00 am- 4:00 pm Weekend and evening work, occasionally expected			
<b>Will the member be serving vulnerable populations (children, youth, elderly, disabled)?</b>			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<i>I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.</i>			
Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	
Signature of AmeriCorps Staff:		Date:	