



Summer 2025 POSITION DESCRIPTION

HOST SITE: Salvation Army Lock Haven

HOST SITE ADDRESS: 119 E Church St, Lock Haven, PA 17745

SUPERVISOR NAME AND TITLE: Kirsten McKinney, After School Director

POSITION TITLE: AmeriCorps Community Services Associate

PROPOSED SCHEDULE: *Minimum Time (300 Hours) 10 weeks – approx. 30 hours per week*

Monday: 8:00am – 3:00pm (1/2 hour lunch)

Tuesday: 8:00am – 3:00pm (1/2 hour lunch)

Wednesday: 8:00am – 4:30pm (working lunch)

Thursday: 8:00am – 3:00pm (1/2 hour lunch)

Friday: 8:00am – 11:00am

*Schedule may vary due to summer camp field trips or other events

POSITION SUMMARY

The STEP AmeriCorps member will support members of the community through the Salvation Army's Food Pantry, Closet of Care and Summer Day Camp.

Members must have all clearances before serving Vulnerable Populations. This AmeriCorps service description was developed for AmeriCorps service, not staff or volunteers. AmeriCorps members do not replace staff.

POSITION BENEFITS:

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| Bi-weekly stipend |
| Health Insurance (for qualified members) |
| Forbearance on qualifying student loans while serving and interest accrual payment upon program completion |
| Segal Education Award upon program completion |
| Child Care Allowance (for qualified members) |
| Experience and training |
| National service organization membership and alumni services |

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QUALIFICATIONS AND SKILLS REQUIRED:

- Patience and Compassion
- Organizational Skills
- Ability to work with a variety of people
- Maintain confidentiality

COMMUNITY NEED:

Youth in our community benefit from safe, engaging activities and environments. The AmeriCorps member will support our day camp programming, helping to provide structured, enriching experiences for local children. In addition, the member will collaborate with our team to address food insecurity within the community.

ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:

- Food Pantry (Tues and Thurs)
 - Assist with carrying boxes, stocking and restocking
 - Assist clients with their boxes
- Summer Day Camp (Wednesdays)
 - Assist with field trips
 - Provide supplemental supervision for campers
 - Interact with campers (games, activities)
- Closet of Care (Once per Month)
 - Assist in sorting/displaying clothes
 - Assist clients in packing clothes
- Other Activities
 - Assist in kitchen and stock food
 - Occasionally assist staff and volunteers with cleaning

All STEP AmeriCorps members are required to perform the following list of AMERICORPS related duties and events:

- Attend mandatory Corps Team meetings;
- Complete mandatory AmeriCorps monthly service and outcome reports;
- Complete mandatory weekly time logs in a timely fashion;
- Complete mandatory journals;
- Develop, plan, and participate in various mandatory AmeriCorps events such as Martin Luther King, Jr. Day of Service, AmeriCorps Week activities and other service projects; and,
- Participate in host site and AmeriCorps trainings as scheduled.

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ACCESS TO VULNERABLE POPULATIONS:

Position will have recurring access to vulnerable populations.

I verify that I have reviewed and understand the position description.

AmeriCorps Member Print Name

AmeriCorps Member Signature

Date

I verify that I have reviewed and understand the STEP AmeriCorps member position description.

Partner Host Site Print Name

Partner Host Site Signature

Date

PROHIBITED ACTIVITIES

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, members may not engage in the following activities:

- 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 proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and,
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

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- j. Providing abortion services or referrals for receipt of such services; and,
- k. Such other activities as CNCS may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g. promotion of the Census, education about the importance of the Census) do not align with AmeriCorps state and national objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

AmeriCorps members are prohibited from displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Non-displacement.

- a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- d. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

