



2024-2025 Service Year POSITION DESCRIPTION

HOST SITE: Lycoming Arts

HOST SITE ADDRESS: 46 W Fourth St, Williamsport, PA 17701

POSITION TITLE: AmeriCorps Community Outreach Coordinator

PROPOSED SCHEDULE: *Position available until August 19, 2025*

*Part time, 18-22 hours per week
Hours will vary based on project and events.*

POSITION SUMMARY

The AmeriCorps member in the position will be an individual with strong leadership skills who is committed to collaboration, innovation and actions that advance our mission to create local and regional connections that generate awareness, opportunities and support of the Arts.

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:

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:

- Some higher education preferred
- Effective communicator, both verbal and written
- Computer skills: ability to manage digital record keeping, social media, newsletter and other office tasks
- Highly organized
- Ability to take direction and work independently

COMMUNITY NEED:

LYCOMING ARTS believes the Arts are the creative expression of all aspects of human expression enhancing our legacy. By connecting our community through partnerships and shared vision Arts thrive, the collective quality of life prospers and a place is created where people passionately want to live.

ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:

- Assist the Arts in the Neighborhood Chair to:
 - Schedule artist gallery assignments, receptions and installations
 - Coordinate office window decoration installations
 - Set up Art Cart appearances
- Attend monthly First Friday events
- Maintain public relations for regional contacts
- Support office tasks
- Maintain record keeping
- Maintain a yearly development calendar
- Manage Newsletter
- Attend monthly board meetings to stay directed and informed

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.

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- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.

I verify that I have reviewed and understand the prohibited activities.

AmeriCorps Member Print Name	AmeriCorps Member Signature	Date
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I verify that I have reviewed and understand the prohibited activities.

Partner Host Site Print Name	Partner Host Site Signature	Date
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