



## 2024-2025 Service Year POSITION DESCRIPTION

**HOST SITE:** Susquehanna Greenway Partnership

**HOST SITE ADDRESS:** 301 Market Street, Unit #649, Lewisburg, PA 17837 (Service location provided in Williamsport)

**MEMBER'S IMMEDIATE SUPERVISOR NAME AND TITLE:**

Alana Jajko, Director of Communications and Outreach

**POSITION TITLE:**

Community Planning and Outreach Coordinator

**PROPOSED SCHEDULE:** *Fulltime Position (1700 hours) | August 20, 2024 – July 25, 2025*

Monday: 8:30am-4:30pm (30minute break)  
Tuesday: 8:30am-4:30pm (30minute break)  
Wednesday: 8:30am-4:30pm (30minute break)  
Thursday: 8:30am-4:30pm (30minute break)  
Friday: 8:30am-4:30pm (30minute break)  
Occasional weekday evenings for events and projects  
Saturday: occasionally for events and projects  
Sunday: occasionally for events and projects

**POSITION SUMMARY:**

The Susquehanna Greenway Partnership (SGP) seeks an energetic and creative team player to join our Communications and Outreach team. Reporting to the Assistant Director, the AmeriCorps member will provide a high level of strategic communication support to the organization, leadership in community outreach and engagement, and in rolling out and managing the Volunteer Ambassador program to raise awareness and inspire action for regional Susquehanna Greenway initiatives. This is a great opportunity to support the inner workings of a dynamic nonprofit and expand multiple professional competencies while under the support and guidance of the STEP AmeriCorps program.

***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.***

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### **POSITION BENEFITS:**

Bi-weekly stipend <b>\$18,700 (\$748 bi-weekly)</b>
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 <b>\$7,395</b>
Child Care Allowance (for qualified members)
Experience and training
National service organization membership and alumni services

### **QUALIFICATIONS AND SKILLS REQUIRED:**

- Bachelor's degree in communications, public relations, marketing, journalism, English, or related major; or 1-2 years' related work experience or equivalent combination preferred;
- Excellent communication skills (written and verbal communications) are required;
- Ability to manage multiple tasks, take initiative, deliver high quality work, and work independently;
- Superlative interpersonal skills with a demonstrated ability to work well with people;
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States;
- Experience with photography, videography, social media campaigns, website programming, and/or graphic design a plus;
- Volunteer management experience a plus; and,
- Valid driver's license and access to reliable transportation.

### **COMMUNITY NEED:**

The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.

The Susquehanna Greenway Partnership's work addresses:

- The need for community revitalization
- The need for more exercise to prevent health issues related to sedentary lifestyles
- The limited capacity of municipal government by recruiting and training volunteers to assist with park, trail, and greening initiatives

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### **ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:**

The STEP AmeriCorps member will help drive SGP's brand and message strategy through all channels, outreach to communities, and engage volunteers. Key responsibilities include:

- **Communications:** Create media releases, conduct website management, social media, and other yearly, strategic communications pieces for SGP. Implement strategies and tactics in partnership with the communications committee.
- **Outreach:** Implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Represent the Susquehanna Greenway Partnership at select community and partnership events.
- **Volunteer:** Design and implementation of SGP's yearly inaugural volunteer ambassador program. Manage on-going communications and volunteer tracking.
- **Event Management:** Plan and organize SGP's yearly outreach events including the Susquehanna Sojourn, Photo Contest, and traveling photo gallery.
- **Administrative:** Maintain a filing system for outreach and communications materials, update and enhance membership and volunteer database, research and organize publications, track key performance metrics.

*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.

### **ACCESS TO VULNERABLE POPULATIONS:**

Position will have recurring access to vulnerable populations.

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

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AmeriCorps Member Print Name

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AmeriCorps Member Signature and Date

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

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Partner Host Site Print Name

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Partner Host Site Signature and Date

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### **PROHIBITED ACTIVITIES**

Citations:

45CFR § 2520.65 - [http://www.americorps.gov/help/ac\\_sn\\_all\\_2012/WebHelp/index.htm](http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm)

2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>

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;
- 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

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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.
- 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.

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

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AmeriCorps Member Print Name

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AmeriCorps Member Signature and Date

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

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Partner Host Site Print Name

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Partner Host Site Signature and Date