



AmeriCorps

2024-2025 Service Year POSITION DESCRIPTION

HOST SITE: Greater Lycoming Habitat for Humanity

HOST SITE ADDRESS: 335 Rose St, Williamsport, PA 17701

MEMBER'S IMMEDIATE SUPERVISOR NAME AND TITLE:

Tammy Yonkin, Finance Director

POSITION TITLE: STEP AmeriCorps Volunteer and Donation Coordinator

PROPOSED SCHEDULE: *Fulltime (1700 Hours, 35-40 hours per week)*

August 20, 2024 – July 25, 2025

The 1700 hours would be based around the ReStore's hours of operation, which are:

Monday: Closed

Tuesday: 8:00am-4:00pm

Wednesday: 8:00am-4:00pm

Thursday: 8:00am-4:00pm

Friday: 8:00am-4:00pm

Saturday: 8:00am-4:00pm

Sunday: Closed

Schedule may vary based on current project, may include evenings and weekends.

POSITION SUMMARY

The primary purpose of the STEP AmeriCorps member at Greater Lycoming Habitat for Humanity will be to support the advancement of the mission of Habitat by helping to refer and educate potential Habitat clients and the public about Habitat programs, community program referral information and assist with Habitat Homeownership and Critical Repair programs.

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 \$18,700 (\$748 bi-weekly)
Health Insurance (for qualified members)

SERVICE POSITION DESCRIPTION

Forbearance on qualifying student loans while serving and interest accrual payment upon program completion
Segal Education Award upon program completion \$7,395.00
Child Care Allowance (for qualified members)
Experience and training
National service organization membership and alumni services

QUALIFICATIONS AND SKILLS REQUIRED:

- Ability to effectively promote a positive working environment, spirit of cooperation and positive reactions to change and conflict;
- Excellent attention to detail with the ability to perform high quality work while being interrupted consistently throughout the day;
- Ability to work without constant supervision;
- Punctual;
- Demonstrate excellent professional communication (oral and written) and interpersonal skills;
- Ability to work with other staff members, customers, clients and volunteers;
- Knowledge of Microsoft Office (Word, Excel, Outlook, Publisher, Access);
- Possess strong organizational skills;
- Ability to maintain confidentiality;
- High school diploma or equivalent and a minimum of 1 year of office experience required; and,
- Completion of business courses, such as computer training, keyboarding, etc., preferred.

COMMUNITY NEED:

The main purpose of this AmeriCorps position is to strengthen and grow the reach of the program base for Habitat for Humanity. There is a well-documented need in Williamsport and the surrounding areas for decent, affordable housing. Habitat's mission is to develop and improve communities by building and renovating houses, creating homeownership opportunities, improving neighborhoods, advocating for decent, affordable housing for all and preparing community members to become responsible homeowners and citizens. Greater Lycoming Habitat for Humanity is committed to making an impact in the awareness and accessibility of decent, affordable housing for working, low-income families. We believe that creating opportunities for success and stability for families contributes to the health and strength of local communities.

ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:

RESTORE

- Answers incoming calls and directs them to the appropriate staff members.
- Screens donations over the phone and schedules pickups for daily truck routes.
- Serves as the liaison between the donor and driver throughout the shift.
- Provides excellent customer service to all donors, primarily over the phone and through email.

SERVICE POSITION DESCRIPTION

- Coordinates donor thank you cards.
- Comfortably explains Habitat for Humanity's mission to our donors and how ReStore donations play an essential role in the mission.
- Maintains database of ReStore donations.

VOLUNTEER RECRUITMENT AND COORDINATION

- Helps to conduct volunteer and community service intake, background checks, time tracking and acceptance letters;
- Provide excellent customer service to all volunteers, primarily over the phone and through email
- Helps to coordinate special events and projects when requested;
- Perform outreach to local businesses, educating them about volunteer opportunities and ReStore donation; and,
- Maintain a database of volunteers, providing quality control and supervision if volunteers are assisting with data entry.
- Train and support volunteers in the ReStore

GENERAL OFFICE

- Generate reports, memorandums, correspondence, presentation materials, and spreadsheets using various Microsoft Office software products;
- Performs general office duties such as copying, filing, faxing and scheduling and confirming appointments

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.

AmeriCorps Member Print Name

AmeriCorps Member Signature and Date

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

SERVICE POSITION DESCRIPTION

Partner Host Site Print Name

Partner Host Site Signature and 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;
- 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.

SERVICE POSITION DESCRIPTION

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.

SERVICE POSITION DESCRIPTION

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

AmeriCorps Member Print Name

AmeriCorps Member Signature and Date

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

Partner Host Site Print Name

Partner Host Site Signature and Date