



2024-2025 Service Year POSITION DESCRIPTION

HOST SITE: Lycoming College - Division of Student Life

HOST SITE ADDRESS: 700 College Place, Williamsport, PA 17701

MEMBER'S IMMEDIATE SUPERVISOR NAME AND TITLE:
Sophia Stabley, Director of Community Service and Student Involvement

POSITION TITLE:
STEP AmeriCorps Inclusive Programming Coordinator - Division of Student Life

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

Monday: 8:00am- 4:30 pm (1hour lunch break)
Tuesday: 8:00am- 4:30 pm (1hour lunch break)
Wednesday: 8:00am- 4:30 pm (1hour lunch break)
Thursday: 8:00am- 4:30 pm (1hour lunch break)
Friday: 8:00am- 4:30 pm (1hour lunch break)
Occasional weekday evenings for events and projects
Saturday: occasionally for events and projects
Sunday: occasionally for events and projects

POSITION SUMMARY

The Division of Student Life seeks an energetic and creative team player to engage the offices of Community Service and Student Involvement. The addition of this role to the department of Student Life would allow more opportunities for the development of inclusive programming, with a specific focus on the celebration and education of various faiths, traditions, cultures, and identities. In addition to inclusive programming, this position will support the office of Community Service by participating in Service Saturdays and community service programming to promote the culture of civic engagement on campus. Furthermore, with the support of a STEP AmeriCorps member, the offices of Community Service and Student Involvement will have the ability to focus on further development of their program outcomes, expanding services on campus, and student support. Ultimately this role will help Lycoming College provide a more welcoming campus environment for incoming students by allowing for the expansion of its culture of inclusion, and support for students with diverse racial and cultural backgrounds.

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:

Living Allowance \$18,700 (\$748 bi-weekly)
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 \$7,395.00
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 21 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:

Lycoming College's Division of Student Life works to empower students to create, collaborate, and expand their vision of campus programming through various offices, clubs, and organizations. Looking at programs like the Black Women Empowerment Workshop, Lycoming College understands how their students thrive and grow through the utilization of additional resources and support provided by in-depth administration. By having an individual focused on student development and administrative support of inclusive programming, Lycoming College can provide opportunities for students to focus more on the education and takeaway components of their programming, thus focusing more on student development than event planning.

ESSENTIAL FUNCTIONS OF THE POSITION/SPECIFIC DUTIES:

- Coach students and student groups in the planning and implementation of campus programming. This includes meeting with student groups, educating them on best practices for educational programming and community impact, ordering services, food, and reserving campus spaces. The STEP AmeriCorps member will also attend programs to ensure events run smoothly and problem-solve in the case of issues that arise.
- Support the Offices of Community Service and Student Involvement with event support, the management of campus-wide communications and administration, including managing data collection, emailing, and other marketing as needed.

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- Serve under the supervision of Director(s) in the development and implementation of diversity/inclusion trainings for clubs and student organizations. This will include training Student Managers for the Student Engagement Suite.

Currently, the Division of Student Life oversees the following programs with which this role would be involved:

- Diversity programming/development;
- Diversity training;
- Support for diversity/ethnicity clubs;
- Spiritual life;
- Service Saturdays
- Thanksgiving Dinner and Baccalaureate;
- Annual Leadership Banquet; and,
- Evening and weekend programs.

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.

Partner Host Site Print Name

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

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.

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