



New Jersey Bonner AmeriCorps Program

2018-2019

Part-Time AmeriCorps Position - 900 Hours

Agency Name: Trenton Area Soup Kitchen (TASK)

Overview of the Agency and Population Served: TASK's mission is to feed those who are hungry in the Trenton area and offer programs to encourage self-sufficiency and improve the quality of life of its patrons. Those who come to TASK include the elderly, the addicted, the mentally ill, the physically challenged, veterans, recent immigrants, families with children, the working poor, and the newly unemployed.

The purpose of The Share Project is to build self-esteem in participants interested in music/creative writing/ theatre/poetry while providing a creative outlet and sharing the talents of these artists with the surrounding community.

Position Title: Share Project Assistant

Position Reports To: Jaime Parker, Manager of Programs & Share Project Coordinator

Duties and Responsibilities:

Share Project Responsibilities:

- Assembling and disseminating literary magazine
- Assisting writers who struggle with literacy in getting their ideas written down
- Assisting artists with using TASK's "home recording" equipment/software to make audio recordings of original music, spoken word poetry, etc.
- Assisting artists with using TASK's equipment to make video recordings of their performance art and editing it using TASK's Macbook.
- Teaching skills to artists looking for new ways to share their work (e.g. self-publishing books, submitting writings to contests and other publications, utilizing social media sites, etc.)
- Assisting with set up, running, and clean-up of Music Mondays at TASK from 11am-1:30pm
- Assisting with running Share Project meetings Thursdays at TASK from 11:30am-1pm
- Assisting with planning of Share Project trips.
- Assisting with Share Project/FunkTASKtiks performances
 - Transporting artists/assisting to ensure that artists make it to scheduled performances
 - Performing with The FunkTASKtiks when necessary

General/AmeriCorps Responsibilities:

- Take portrait photos of TASK patrons for The Portrait Project, order/print photos, and assist with distribution of photos.
- Make presentations to local schools, organizations and businesses to encourage engagement in TASK.
- Assist with the collection and reporting of data to be used for outcome measurement and management
- In collaboration with the Site Supervisor, prepare quarterly reports as required by the New Jersey Bonner AmeriCorps Program.
- As required, attend service events sponsored by the New Jersey Bonner AmeriCorps Program.
- As required, attend service events sponsored by the New Jersey State Commission on National and Community Service.
- Other appropriate duties as assigned.
- Assist in completing quarterly progress reports

Qualifications and Experience:

- Background in teaching creative writing, music, or art
- Experience in learning to play musical instruments
- Experience using social media to promote
- Experience working with low-income populations
- Must be patient, compassionate, and have excellent interpersonal and communication skills
- High School Diploma or equivalent
- Driver's license
- Proficiency in Microsoft Office or other similar programs
- Have proficiency or be willing/able to learn GarageBand and iMovie

Required Training:

- New Jersey Bonner AmeriCorps orientation prior to the start of the term of service
- On-going training as determined by the staff of the New Jersey Bonner AmeriCorps Program and by the Site Supervisor and/or Campus Director throughout the term of service

Compensation:

Living Allowance: \$11,000

Education Award:

\$2,960; for HT only upon successful completion of the term of service

Benefits

- Childcare Benefits (if eligible)
- Loan Forbearance and Interest Accrual Benefits (if eligible)

Acknowledgements:

By signing this position description, the Member and the Site Supervisor or Campus Director acknowledge that the Member will not under any circumstances engage in any of the AmeriCorps Prohibited Activities listed below while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service.

- 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 g above, 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.*

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-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

By signing this position description, the Member, the Site Supervisor or Campus Director and New Jersey Bonner AmeriCorps Program Staff hereby acknowledge by their signatures that they have read, understand, and agree to the terms of this position description. By signing this position description, the Site Supervisor or Campus Director certifies that this AmeriCorps position does not displace or duplicate the duties of a paid employee.

Print Name: NJ Bonner AmeriCorps Member

Signature: NJ Bonner AmeriCorps Member

Date

Print Name: Site Supervisor or Campus Director

Signature: Site Supervisor or Campus Director

Date

Print Name: NJ Bonner AmeriCorps Program Staff

Signature: NJ Bonner AmeriCorps Program Staff

Date