

Position Title:	Food Access Coordinator- AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	CAA Food Hub & Bucknell University	Date Submitted:	6/18/2024
Site Address:	120 Hardwood Drive, Lewisburg, PA 17837	Travel Required:	Yes
Compensation:	Living Stipend - \$20,000 Education Award - \$7,395	Service Term:	August 26, 2024 – August 2, 2025
Host Site Supervisor:	Rachel Herman	Email:	rherman@union-snydercaa.org
Phone:	570-374-0181 x193	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
<p>Member Position Summary</p> <p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p> <p>The Food Access Coordinator (FAC) will work with both the Union-Snyder Action Agency Food Hub at the Miller Center and with the Office of Civic Engagement (OCE) at Bucknell University to support food security programs in the region. Specifically, the FAC will help oversee the Community Harvest weekly meal program, the Snack Pack program (in collaboration with the Lewisburg School District), and lead volunteer and donation coordination at the Food Hub. The FAC will also participate in the Union-Snyder Hunger Coalition as a food access stakeholder.</p> <p>Food Hub:</p> <p>The Food Hub is a program of the Union-Snyder Community Action Agency operating out of Miller Center for Recreation & Wellness' Cornerstone Kitchen in Lewisburg. The Food Hub is an innovative and flexible solution to local food insecurity as it re-distributes food donations from the community to the various food access programs in Union and Snyder counties as well as to individuals in emergency need of food. The member will be a part of a team that operates the Food Hub, focusing on the coordination of Food Hub volunteers and donations.</p> <p>Community Harvest(CH):</p> <p>Community Harvest is a weekly hot-meal program in Milton. Community Harvest assists individuals who experience food insecurity by offering free hot meals and a chance for social interaction in Milton; 110-125 meals are prepared and distributed weekly. This is a drive-through model located at St. Andrew's church in Milton. The member will coordinate with the Bucknell Farm & Garden to receive fresh produce donations in season. Planning meals, ordering groceries, picking up groceries. Support two annual events, Turkey and Trimmings and Empty Bowls. Turkey and Trimmings is an annual donation event to donate baskets to families in the community for Thanksgiving. Empty Bowls is an educational fundraiser in the Spring to raise funds for Community Harvest and Food Hub. This role may also support the AmeriCorps VISTA in assessing community harvest (surveys for volunteers, clients, etc) and support capacity building efforts.</p> <p>Snack Pack:</p> <p>The FAC will co-coordinate the Snack Pack program during the academic year, which serves twice-monthly brown bag snacks to approximately 340 children in the Lewisburg Area School District. The Snack Pack program helps provide healthy, "brown bag" ready-to-eat food to school-age children who qualify for free and reduced-price lunch. The FAC is in charge of leading one packing session a month that takes about two hours.</p>			

Volunteer Recruitment and Engagement:

Local food programs, including Community Harvest and Snack Pack, heavily depend on volunteers for labor and program support. The FAC helps to recruit Bucknell University members, community groups, and local organizations to assist in these programs and directs volunteers with necessary tasks. This position will support and collaborate with the AmeriCorps VISTA Food Security member, who will support Community Harvest and Snack Pack, as well as the Mobile Food Pantry in Northumberland County.

Some Bucknell University professional development opportunities may also be available for the AmeriCorps to participate in, including training around Diversity, Equity and Inclusion and Community Engaged Learning.

Essential Functions/Duties and/or required training

- Recruit, orient, and direct volunteers during volunteer sessions at all food programs (Community Harvest, Snack Pack, and the Food Hub)
 - At Community Harvest: Serve as the lead person to facilitate volunteers on-site weekly for cooking meals and distribution at Community Harvest, including recruiting and communicating with volunteers.
 - At Snack Pack: In collaboration with the Lewisburg Parent School Association (elementary and middle schools) support the Snack Pack program by recruiting volunteers to pack. The Food Hub at the Miller Center stores food supplies for Snack Pack and is the site where bags are packed.
 - At the Food Hub: Lead volunteers during weekly Produce Prep volunteer hours, monthly box packing sessions, monthly food distributions, etc.
- Field volunteer requests and direct potential volunteers to the appropriate food program.
- Post volunteer shifts and verify volunteer attendance at programs using the Engaged Bucknell platform.
- Plan meals for the Community Harvest program and order appropriate food weekly within budget parameters. This includes picking up groceries and fresh produce from the Farm/Garden, when available as well as managing food donations.
- Ensure proper storage and timely distribution of extra Community Harvest meals to prevent food waste.
- Willingness to complete ServSafe training within the first 60 days.
- Record the number of meals distributed weekly at Community Harvest.
- Conduct monthly food pantry and on-campus storage inventory and update spreadsheet.
- Coordinate annual food donation, fundraising & awareness programs in collaboration with Associate Director and other team members.
- Complete office tasks such as email, updating google docs and calendars, and participating in regular meetings with supervisor and other AmeriCorp members.
- Receive and inventory food donations to the Food Hub using the Link 2 Feed inventory software
- Assist the Food Service Navigator with the redistribution of food donations to area food access programs
- Assist with food distributions in Union and Snyder counties, including at CAA’s food pantries and Pop-Up Produce Stand. Act as a fill-in volunteer at partner food pantries in the area
- Members may not participate in any activities included in the Prohibited Activities listed in the Partner Site Agreements
- Members must participate in CORE AmeriCorps group activities
- Members must participate in AmeriCorps Week Event second week of March

Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- 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 proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

Minimum Qualifications (Academic, Physical or Experience)

- Driver's License
- High school diploma
- FBI, State Criminal Background Check, and Child Abuse clearances
- Experience recruiting and coordinating volunteers
- Interest or passion in food insecurity work
- Comfortable working in an outdoor setting
- Public speaking skills or the willingness to learn!
- Ability to lift, bend, and carry objects up to 40 lbs
- The ability to develop mutually trusting relationships with multiple stakeholders and clients.
- Comfort with Zoom, Google docs, Excel or applicable software etc. or willingness to learn.
- Comfort working as a team member and independently in a fast-paced environment
- Commitment to practice respect & confidentiality when working with clients, volunteers, coworkers, and partners
- Strong communication skills, both verbal and written, including the ability to manage a high volume of email with a variety of stakeholders. (A writing sample may be requested as part of the interview process).

Proposed Weekly Schedule and Required Number of Hours per week.

Required hours:
 Mondays from 11:00- 6:00 pm (Community Harvest)
 Tuesdays: flexible hours
 Wed-Fri: 8:30am-4pm
 Other hours might be required during the work day due to attending applicable meetings. Periodic night and weekend hours required.
 Average hours per week will be 35-37. Schedule subject to change seasonally and based on weather

Will the member be serving vulnerable populations (children, youth, elderly, disabled)?

Yes No

I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.

Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	
Signature of AmeriCorps Staff:		Date:	