

## **CORE Susquehanna AmeriCorps Member Position Description**

**Date Submitted:** April 24, 2017

**Service Term:** August 22, 2017 - August 3, 2018

**Compensation:** \$ 12,900.00 Plus Education Award of \$ 5,775.00 upon completion of 1700 hours. AmeriCorps Health Insurance Policy.

**Position Title:** Food Access Coordinator

**Host Site Location:** Office of Civic Engagement

Name: Kyle Bray, Assistant Director of Service-Learning

Address: 119 Bertrand Library, Office of Civic Engagement, Bucknell University,  
Lewisburg, PA 17837

Telephone Number: 570-577-3928

FAX Number: 570-577-3917

e-mail address: kwb004@bucknell.edu

**Host Site Supervisor:** (Give Name, title, telephone and e-mail address) Same as above

**Person to Contact for Interview if different from Supervisor, phone #:** N/A

**Member Position Summary** In a brief narrative format, describe the responsibilities of the position (What is the unmet need? Member is doing what?, to/for what or whom?, How do they do this?, What does success look like?). Include that individuals would not be able to be served without the help of the AmeriCorps member. If low income individuals or at risk youth are being served – include that information. Review the Prohibited Activities before filling out the Position Format.

The Food Access Coordinator will assist the Lewisburg Community Garden (LCG) in advancing its goals of providing approximately 40 low-cost garden plots for rent to local individuals, families, or groups, growing organic produce to donate to area hot meal and food security programs, and offering increased educational opportunities that emphasize sustainability, nutrition, organic growing practices, and environmental stewardship. The Food Access Coordinator will also help with recruiting volunteers and planning and preparing meals for 70-100 patrons at the free weekly Community Harvest hot meal program in Milton, and coordinating the Snack Pack program, which serves monthly brown bag meals to approximately 80 children per month in the Lewisburg Area School District.

Serving as a living-learning lab, the LCG helps area families by enabling them to grow nutritious foods at a fraction of the cost they might spend purchasing this produce in stores. Plot rentals and educational programs empower gardeners who lack suitable space or knowledge to grow their own food. The LCG also provides free organic produce to hot meal programs and food banks serving low-income families, thus helping to address food insecurity in our area and allowing these programs to stretch their food budgets. Community Harvest assists individuals who need food and companionship by offering free hot meals. The Snack Pack program helps provide healthy meals to low

income kids whose families may have difficulty making ends meet at the end of the month.

All three of these programs heavily depend on volunteers for labor and program support. The Food Access Coordinator helps to recruit Bucknell University students, community groups, and local organizations to assist in these tasks. Last year, with the help of an AmeriCorps member, the LCG was able to donate over 3,688 pounds of fresh, organic produce to 11 hot meal and food bank programs, and the Community Harvest program served approximately 4,000 meals.

Primary functions of the Food Access Coordinator position include working with the Assistant Director of Service-Learning and the part-time Garden Manager to coordinate all aspects of the LCG, including garden maintenance (planting, watering, harvesting, etc.), fundraising efforts, and educational programs. The Food Access Coordinator will also work with the Assistant Director of Community Service to coordinate services at the Community Harvest weekly hot meal program in Milton, and the Snack Pack weekend lunch program during the academic year.

### **Minimum Qualifications:**

- Driver's License
- Experience working with children
- College degree, preferably in education, sociology, horticulture, environmental studies, or related field
- FBI, State Criminal Background Check, and Child Abuse clearances
- Experience coordinating volunteers
- Interest in community food systems and/or community gardening
- Basic familiarity with standard office software and equipment
- Familiarity with social media outlets (Facebook, Instagram, etc.)
- Passion for supporting access to nutritious food
- Comfortable working in an outdoor setting
- Good oral and written communication skills
- Ability to lift 40 pounds, bend, and carry objects

### **Essential functions of the Position:**

- Work with Bucknell faculty and staff, as well as the LCG Advisory Board, to coordinate activities that support growing goals and educational efforts, including recruiting and training volunteers and work-study students
- Help plan and prepare meals for weekly hot meal program, including recruiting and communicating with volunteers
- Oversee efforts of Snack Pack outreach program
- Participate in weekly garden tasks and maintenance, such as planting, watering, harvesting, etc.
- Maintain records of volunteer attendance and clients served
- Participation in CORE AmeriCorps Group Activities

NOTE: Members may not participate in any activities included in the Prohibited Activities as listed in the “Partner Site and Member Agreements”

**Proposed Weekly Schedule:**

Minimum average of 35 hours per week required to complete the program year.

- Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.
- Mondays: 9:00 am – 6:30 pm
- Tuesdays to Fridays: 8:30-4:30 pm
- Periodic evening and weekend shifts, schedule subject to change seasonally

The member will be serving vulnerable populations (children, youth, elderly, disabled)?

Yes  No

Will the contact with vulnerable populations be Episodic or Reoccurring?

Episodic  Reoccurring

This position description is an Addendum to the Member Agreement which is also signed by the member.

I understand the expectations and requirements of this position.

Member Name \_\_\_\_\_

Signature of Member Accepting Position \_\_\_\_\_

Date \_\_\_\_\_

Signature of Site Manager \_\_\_\_\_

Date \_\_\_\_\_

