| **Position Title:** | Food Access Coordinator | **Service Category:**  | CORE Susquehanna AmeriCorps |
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| **Service Site:** | Bucknell University | **Date Submitted:** | 6/28/2022 |
| **Site Address:** | 119 Bertrand LibraryLewisburg, PA 17837 | **Travel Required:** | Yes |
| **Compensation:** | Living Stipend - $18,000Education Award - $ 6,495 | **Service Term:** |  Full Term (1700 Hours)Aug 30,2022-Aug 5, 2023 |
| **Host Site Supervisor:** | Sarah Farbo | **Email:** | s.farbo@bucknell.edu |
| **Phone:** | 570.577.3928 | **Posting URL:** | www.coreamericorps.org |
| **Applications Accepted By:** | **Person and phone to contact for interview if different from supervisor:**  |
| Email Courtney RakerCORE Susquehanna AmeriCorps Program Director**Craker@union-snydercaa.org** |  |
| **Member Position Summary***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.**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’.* |
| The Food Access Coordinator (FAC) will work in the Office of Civic Engagement, within the division of Equity and Inclusive Excellence at Bucknell University. Specifically, the FAC will help oversee 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 educational opportunities that emphasize sustainability, nutrition, organic growing practices, and environmental stewardship. There will also be opportunities to work with the Bucknell Farm.The FAC position works closely with the Farm and Garden Manager to coordinate all aspects of the LCG, including garden maintenance (planting, watering, harvesting, etc.), fundraising efforts, and educational programs (note - fundraising activities will be used to raise funds to support educational programming, not general operating expenses of the Garden or Community Harvest). The FAC will work with the LCG Advisory Board, a group of volunteers who oversee the garden and support annual events and programs. The FAC attends all LCG Advisory Board meetings.The LCG assists area families/residents 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.The FAC will work with the Assistant Director to coordinate and facilitate services at the Community Harvest weekly hot-meal program in Milton. The FAC will help recruit and oversee Bucknell volunteers to plan and prepare meals for 70-100 patrons at this free program. Community Harvest assists individuals who need food and companionship by offering free hot meals and a chance for social interaction in Milton, considered a food desert.The FAC will co-coordinate the Snack Pack program during the academic year, which serves twice-monthly brown bag meals to approximately 250 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.All three of these programs (LCG, 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 tasks and directs volunteers. Generally, with the help of an AmeriCorps member, each year, the LCG donates over 2,000 pounds of fresh, organic produce to local food banks, pantries, and meal programs.There may also be opportunities to connect with other local initiatives related to food security and sustainable agriculture - a Bucknell University Farm, and the Union Snyder Hunger Coalition. Additionally, this person has the opportunity to participate and support community-based equity and inclusion organizations (i.e the Diversity & Inclusion Impact Council, NAACP, etc) to grow the “community” aspect of hunger and food access. 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. |
| **Duties and/or required training** |
| * 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 managing approximately 10 work-study students
* Support Bucknell faculty and staff, as well as the LCG Advisory Board, to plan and implement annual programs and events.
* Help plan and prepare meals for the weekly hot-meal program, including recruiting and communicating with volunteers and managing the work-study students
* Serve as the point person to facilitate the weekly meal prep and distribution at Community Harvest.
* Ensure proper storage and timely distribution of LCG produce to prevent food waste
* Oversee efforts of Snack Pack program in collaboration with the Lewisburg Parent School Association (elementary and middle schools), including labeling brown bags, keeping track of the number of students participating in the program, and 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.
* Participate in weekly garden tasks and maintenance, such as planting, watering, harvesting, etc.
* Co-facilitate volunteer sessions (at least twice a week) at the LCG and assist in the development of a prioritized weekly task list
* Maintain records of volunteer attendance and clients served at the LCG and Community Harvest
* Conduct monthly food pantry inventory and rotate stock on a weekly basis
* Perform weekly checks of the LCG food storage area to confirm appropriate holding temperatures, rotate produce for distribution, and keep the facility clean
* Track and update planting data (including planting and harvesting schedule)
* Coordinate and implement annual food donation and awareness programs such as Turkey and Trimmings and Empty Bowls with student leaders and other BU employees.
* Support Social Media efforts to promote the LCG, Community Harvest and Snack Pack programs
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| **Prohibited Activities** |
| In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. 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.
8. 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.
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as the Corporation may prohibit.
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| **Minimum Qualifications (Academic, Physical or Experience)** |
| * Driver's License
* Experience working with children
* High school diploma, preferably in education, sociology, horticulture, environmental studies, or related field (college degree preferred)
* FBI, State Criminal Background Check, and Child Abuse clearances
* Experience recruiting and coordinating volunteers
* Interest in community food systems and/or community gardening
* Basic familiarity with standard office software and equipment, specifically with Google suite
* Familiarity with social media outlets (Facebook, lnstagram, 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
* High degree of comfort with Zoom, conference calls, Google docs, etc.
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| **Proposed Weekly Schedule and Required Number of Hours per week.** |
| * Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.
* Mondays: 10:00 am - 6:30 pm
* Tuesdays and Thursdays : 10:30 am - 7:00 pm
* Wednesdays and Fridays: 9:00 am - 4:30 pm

Periodic evening and weekend shifts, schedule subject to change seasonally and based on weather. Some flexibility with scheduling. Office operates from 8:30 am to 4:30 pm (8:00 am to 4:00 pm during the summer term). On days when evening work is required (managing the Community Harvest meal program and LCG volunteer shifts), it is generally advised to come to work later in the day, rather than to work an extremely long day. This schedule may change as we respond to Covid-19 with school and business closures for safety. |
| ***Will the member be serving vulnerable populations (children, youth, elderly, disabled)?***☒ Yes ☐ No |
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| *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: |  |