|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | | Food Systems Education & Outreach Coordinator | | **Service Category:** | CORE Susquehanna AmeriCorps | |
| **Service Site:** | | Bucknell University | | **Date Submitted:** |  | |
| **Site Address:** | | 119 Bertrand Library  Lewisburg, PA 17837 | | **Travel Required:** | Yes | |
| **Compensation:** | | Living Stipend - $18000  Education Award - $ 6,495 | | **Service Term:** | 1700 Hours  Aug30 2022-Aug 6, 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 Raker  CORE 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 Systems Education and Outreach Coordinator will work in the Office of Civic Engagement, within the division of Equity and Inclusive Excellence at Bucknell University. The member will recruit volunteers to assist with programs, i.e. Lewisburg Community Garden (LCG), Community Harvest, and Snack Pack. The member will support these programs through education and outreach in advancing their goals of supporting area food access by co-creating curriculum, cultivating organic produce for donation and by providing space for community members to rent plots. There will also be opportunities to work with the Bucknell Farm.  This position will create and implement strategies to increase volunteer recruitment and retention to provide a strong corps of volunteers beyond Bucknell who can support the LCG and Community Harvest. The FSEOC will create and lead volunteer training with the volunteers, as well as maintain records of volunteer attendance and clients served. The member will attend service/recruiting fairs to reach potential volunteers.  The position will participate in the local Hunger Coalition through the Union Snyder Action Agency. This allows the member to engage with other local food programs and efforts. Additionally, this person has the opportunity to work with BU’s Equity and Inclusive Excellence programs, the Lewisburg Borough, other community-based equity and inclusion organizations (ie the Diversity & Inclusion Impact Council, NAACP, etc) to grow the “community” aspect of the LCG by developing strong relationships with our local communities. This position will coordinate site visits to the LCG and/or Bucknell Farm and may develop educational programming to support experiential learning.  With most community gardens, much of the work is accomplished by volunteers, especially those who are renting plot space at a garden – this is critical not only for ensuring that gardens are properly maintained, but also to foster the sense of community that is a key goal of any community garden. During the school year, the LCG receives a tremendous amount of volunteer support from Bucknell. However, from year to year the number of summer garden volunteers varies greatly when the majority of Bucknell volunteers are not available. If the LCG had access to a consistent, robust group of community volunteers, these issues could be mitigated. We also view this as an opportunity for deeper investment in the LCG by the Lewisburg community, where residents do not simply access the LCG for programming, but to support the LCG directly. This will not only foster a stronger sense of community, but will greatly enhance the LCG's sustainability.  This position attends Community Harvest (where the bulk of the LCG produce is served) weekly to support and assist the Food Access Coordinator. Community Harvest is a free, weekly hot-meal program located in Milton, a food desert. This program serves 70-100 patrons, assisting individuals who need food and companionship by providing a chance for social interaction and hot food. Outreach efforts may include surveying clients to obtain information on preferred food items and other services they wish to see at Community Harvest.  In addition to volunteer recruitment, primary functions of the Food Systems Education and Outreach Coordinator position include working with Bucknell faculty and staff as well as the LCG Advisory Board, to develop relevant and appropriate programming for both the on and off-campus community. This position will promote LCG efforts through print and digital media (including websites and social media). There is also the opportunity to develop student employee and volunteer training and educational workshops for the attendees of the weekly Community Harvest hot meal program affiliated with the LCG.  The AmeriCorps member, as with all LCG staff, will also support the garden by assisting with garden maintenance and work with volunteers at the LCG, on tasks including planting, watering, weeding, and harvesting, on a regular basis.  Additionally, there will be opportunities for the AmeriCorps members to engage with the Bucknell University Farm's educational and food access efforts, while the LCG will be their priority. 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 develop programs focused on diversity, equity and inclusion, civic engagement, environmental sustainability and stewardship, nutrition, the relationship between food and culture, etc. * Serve on the local Hunger Coalition through the Union Snyder Food Hub. * Work with Bucknell faculty and staff, as well as the LCG Advisory Board, to plan and implement a series of Community Enrichment Workshops and annual events. * Coordinate site visits to the LCG and/or Bucknell University Farm. * Promote OCE, LCG and Farm activities through updating the website and blog, utilizing social media, etc. * Support the Office of Civic Engagement in its implementation of annual volunteer recruitment events and awareness programs, including: Service Fairs, Turkey & Trimmings,, Empty Bowls, and the Spring Plant Sale. * Participate in weekly tasks and maintenance, such as planting, watering, harvesting, etc. * Design signage and other educational materials to post for OCE, at the LCG and Farm as appropriate * Supervise volunteers and community members engaging with the EIE and OCE programs * Assist with food preparation and service at the weekly Community Harvest hot meal * Oversee the advertisement and marketing of the weekly Community Harvest hot meal program to local residents for their participation. * Assist and support with the Snack Pack program * Oversee with the other AC members and the Assistant Director the coordination and implementation of annual food donation and awareness programs such as Turkey and Trimmings and Empty Bowls. * Participation in CORE AmeriCorps Group Activities * Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’ | | | | | | |
| **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. | | | | | | |
| **Minimum Qualifications (Academic, Physical or Experience)** | | | | | | |
| * Driver's License * FBI, State Criminal Background Check, and Child Abuse clearances * Experience recruiting and managing volunteers * Strong communication skills and the ability to develop mutually trusting relationships with multiple stakeholders and clients * Interest in civic engagement, diversity, equity, inclusion, community food systems and community gardening * High degree of comfort with technology such as Zoom, google documents and conference calls * Basic familiarity with social media (E-mail, Facebook, Instagram, etc.) * Basic familiarity with standard office software and equipment, specifically with Google suite * Good oral and written communication skills * Passion for supporting access to nutritious food * Comfortable working in an outdoor setting * High school diploma (some college preferred)Passion for supporting access to nutritious food * Ability to lift 40 pounds * Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received. | | | | | | |
| **Proposed Weekly Schedule and Required Number of Hours per week.** | | | | | | |
| 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. On days when evening work is required (managing the Community Harvest meal program and LCG volunteer shifts), it is generally permissible 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 | | | | | | |
|  | | | | | | |
| *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: |  |