

Position Title:	AmeriCorps Member (Food Hub Coordinator)	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Union-Snyder Community Action Agency- Miller Center	Date Submitted:	7/12/2022
Site Address:	120 Hardwood Drive Lewisburg, PA 17837	Travel Required:	Some
Compensation:	Living Stipend - \$18,000 Education Award - \$ 6,495	Service Term:	August 30, 2022-Aug 5, 2023 (1700 hrs.)
Host Site Supervisor:	Nicole Peterson	Email:	npeterson@union-snydercaa.org
Phone:	570374-0181 Ext. 147	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Courtney Raker CORE Susquehanna AmeriCorps Program Director craker@union-snydercaa.org			
Member Position Summary			
<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 CORE Susquehanna AmeriCorps Food Hub Coordinator will assist in managing operations at the Union County Food Hub located at the Miller Center. This will involve managing volunteers, incoming and outgoing donation requests, and tracking food inventory. The Hub is CAA's newest program, launched in January 2021, as a result of a 3-year VISTA project. CAA is partnering with the Lewisburg YMCA at The Miller Center, powered by Evangelical and Geisinger, to build a centralized food storage and distribution center to benefit the existing pantries and distributions operating around Union County and immediate surrounding areas. The Food Hub relies heavily on volunteers for activities such as: inventorying food items, preparing produce for and helping administer our Free Pop-up Produce Stand during the growing season (May-October), and picking/dropping off donations to and from the Food Hub. The AmeriCorps member will need transportation and an active driver's license and be comfortable with providing help if/when needed for deliveries as well as at food distributions.</p>			
Duties and/or required training			
<ul style="list-style-type: none"> • Manage communications and scheduling of food volunteers • Lead orientations for potential food volunteers, including one-on-one meetings and group presentations • Organize and keep records of volunteer service hours, paperwork, etc. • Collaborate with partner organizations to keep regional volunteer webpage(s) up to date with food opportunities • Manage communication and scheduling of donation drop off and pick up requests • Manage available inventory including helping to implement new inventory software • Serving at food distributions including the Pop-up Produce Stand at the Miller Center and Mifflinburg YMCA distribution and other distributions where necessary • Assist with Emergency Walk-ins at the Food Hub including intake screening for new clients and providing clients with referral information where necessary along with explaining the process to them when they are on site • Assist AmeriCorps Food Solution VISTA and Food Security Coordinator where necessary 			
Prohibited Activities			
<p>To comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <p>a. Attempting to influence legislation;</p>			

- 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)

- Strong interest or experience in food insecurity
- Respect and maintain confidentiality of clients, volunteers, coworkers, and partners
- Ability to communicate effectively and timely with clients, volunteers, coworkers, and partners
- Have computer and organizational skills
- Ability to work in a team setting and independently
- Ability to work in a fast-paced environment including the ability to be flexible
- Ability to lift 40+ pounds
- Driver's license with clean driving record

Proposed Weekly Schedule and Required Number of Hours per week.

- Monday-Friday: 8:30am-4:00pm. Some evening and weekend hours possible. Daily schedule flexible to balance longer work hours.
- Flexible schedule may be accommodated
- Regular availability required
- On-site

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 CORE staff _____

Date: _____