



Position Title:	Food Program Engagement 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 - \$18,000 Education Award - \$6,895	Service Term:	August 21,2023 – August 02,2024
Host Site Supervisor:	Sarah E. Farbo	Email:	sef020@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 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 Program Engagement Coordinator(FPEC) will work in Bucknell University's Office of Civic Engagement and at food program locations, focusing on three specific food programs: the Lewisburg Community Garden (located in downtown Lewisburg), Community Harvest (Milton), and Snack Pack (Lewisburg's Miller Center). The FPEC will recruit and train volunteers on site, develop print and digital promotional material, track volunteer attendance and clients served, all while building the capacity of these programs to be more community-led.</p> <p>Recruitment and Capacity building</p> <p>All three programs (LCG, CH, and Snack Pack) heavily depend on volunteers. The FPEC recruits Bucknell University members, community groups, and local organizations to assist. Currently, these programs are led by Bucknell staff and AmeriCorps members. The goal is to move toward a more community-led structure. The FPEC will first do research, then make a plan toward this goal.</p> <p>Research includes examining best practices of other food programs, meeting with local Food Justice Leaders, and participating in the local Hunger Coalition through the Union Snyder Action Agency. In order to build community engagement with these programs, it's important for the FPEC to understand how these programs run. They will be on-site to participate and support the Food Access Coordinator (FAC), the other AmeriCorps position.</p> <p>Community Harvest:</p> <p>Community Harvest is a weekly hot-meal program in Milton. Community Harvest assists individuals who need food and companionship by offering free hot meals and a chance for social interaction in Milton, a community experiencing food apartheid. 70-100 meals are prepared and distributed weekly.</p> <p>Snack Pack:</p> <p>The Snack Pack program runs during the academic year, serving twice-monthly brown bag snacks to approximately 340 children in the Lewisburg Area School District. The Snack Pack program helps provide healthy, "brown bag"</p>			



ready-to-eat food to school-age children who qualify for free and reduced-price lunch. Bucknell supports the snack pack once a month for about two hours at the Miller Center.

Lewisburg Community Garden:

The Lewisburg Community Garden provides approximately 40 low-cost garden plots for rent to local individuals. Additionally, half the garden is reserved for volunteers to grow organic produce to donate to area food security programs. The FPEC attends regular meetings with the LCG Advisory Board, a group of volunteers who support the garden through annual events, programs and fundraising. Learn more at Garden website: <https://lewisburgcommunitygarden.blogs.bucknell.edu/>

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

- Build the capacity of three food programs to be more community-led.
- Recruit and train volunteers for Community Harvest, Snack Pack and Garden Volunteer hours.
- Research other food programs in the area/nationally, beginning to compile best practices. This may include interviewing other Food Program staff; creating spreadsheets, etc.
- Develop print and digital promotional material and signage, including advertising the weekly Community Harvest hot meal program to local residents for their participation.
- Willingness to complete ServSafe training within the first 60 days.
- Serve on the local Hunger Coalition through the Union Snyder Food Hub.
- Oversee annual fundraising and awareness events such as Empty Bowls in collaboration with other AmeriCorps and Assistant Director.
- Assist with food preparation and service at the weekly Community Harvest hot meal
- Assisting with garden maintenance and work with volunteers at the LCG, on tasks including planting, watering, weeding, and harvesting, on a regular basis.
- Assist and support the Snack Pack program.
- Track volunteer attendance and clients served through Engaged Bucknell.
- 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:

- 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
- FBI, State Criminal Background Check, and Child Abuse clearances
- Experience recruiting and managing volunteers.
- 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).*
- Ability to manage time and prioritize tasks in dual settings (off-site and in-office).
- 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 with Gmail, Zoom, google documents, Excel/spreadsheets, etc.
- 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, bend, and carry objects
- 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.

Required hours:
 Mondays from 1:30- 7:00 pm
 Tuesdays and Thursdays : 3:30-7:00 pm
 Wednesdays and Fridays: flexible depending on time of year and permission from supervisor
 Other hours might be required during the work day due to attend applicable meetings.
 Average hours per week will be 37-40. 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:	