



Position Title:	Food Access 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, 0224
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			
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 Food Access Coordinator (FAC) will work in the Office of Civic Engagement(OCE) at Bucknell University. Specifically, the FAC will help oversee the Lewisburg Community Garden (LCG), the Community Harvest weekly meal program, and the Snack Pack program (in collaboration with the Lewisburg School District).</p> <p>Lewisburg Community Garden:</p> <p>The goals of the LCG are to provide 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 and collaborate with other local initiatives related to food security and sustainable agriculture education such as the Bucknell University Farm, and the Union Snyder Hunger Coalition. (Up to 4 hours a week may be permitted at the Bucknell Farm).</p> <p>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.</p> <p>Learn more at Garden website: https://lewisburgcommunitygarden.blogs.bucknell.edu/</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>			



Snack Pack:

The FAC will co-coordinate the Snack Pack program during the academic year, which serves twice-monthly brown bag snacks to approximately 340 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. The FAC is in charge of leading one packing session a month that takes about two hours.

Capacity building:

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. This position will support and collaborate with the Food Systems Capacity Building Coordinator, the other AmeriCorps position. The FAC will participate in the Union-Snyder Hunger Coalition.

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.
- Serve as the point person to facilitate the weekly meal prep and distribution at Community Harvest, including recruiting and communicating with volunteers.
- Ensure proper storage and timely distribution of LCG produce and extra Community Harvest meals to prevent food waste.
- Willingness to complete ServSafe training within the first 60 days.
- In collaboration with the Lewisburg Parent School Association (elementary and middle schools) support the Snack Pack program through 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.
- Facilitate garden volunteer sessions twice a week at the LCG and develop a prioritized weekly task list based on input from Farm and Garden Manager.
- Record volunteer attendance at programs with the Engaged Bucknell platform.
- Conduct monthly food pantry and on-campus storage inventory.
- Coordinate annual food donation, fundraising & awareness programs in collaboration with Assistant Director and other AmeriCorps.
- Completing office tasks such as email, updating google docs and participating in regular meetings with supervisor and other AmeriCorp members.

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
- 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 (community gardening and/or access to nutritious food)
- Comfortable working in an outdoor setting
- Good oral and written communication skills
- Ability to lift, bend, and carry objects
- Comfort with Zoom, Google docs, Excel or applicable software etc. or willingness to learn.

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:	