



CitySquare AmeriCorps Member Position Description

Position Title: AmeriCorps Backpack Program Coordinator	Member Type: Quarter Time (32-35 hrs/wk)
Service Site: Sharing Life Community Outreach	Immediate Supervisor: Gloria Castillo- Volunteer Coordinator

Position Title: AmeriCorps Backpack Program Coordinator

Reports to: Site supervisor is Gloria Castillo, Volunteer Coordinator at Sharing Life Community Outreach. AmeriCorps supervisor is Jennifer Abdallah.

Service Hours:

CitySquare AmeriCorps Quarter time AmeriCorps members serve a minimum of 450 hours over a 4-month period, or an average of 32-35 hours per week. In addition, all members are expected to participate in centralized AmeriCorps trainings – including, but not limited to initial pre-service orientation and Life after AmeriCorps training. Members are also required to participate in national service days, which may include MLK Day of Service or Nelson Mandela Day of Service. A calendar of required trainings and service projects is provided at pre-service orientation. Members serve during Sharing Life hours, defined as Monday through Friday, 9:00 am to 4:00 pm, with some additional shifts as needed. Members are expected to serve through the end date even if minimum hour requirement is met prior to this date.

Primary Duties:

The Backpack Program Coordinator AmeriCorps Member will coordinate all aspects of the year round backpack food program, Nourish2Flourish. Families will register online to participate in this program. On a chosen day of the week, families will come to Sharing Life to pick up backpacks full of food items or if no transportation is available, items are delivered through Uber. Member duties will include coordinating volunteers who come to "build" the packs, and coordinating with warehouse staff, supervisor and other appropriate staff members about amount of food on hand and amount needed each week.

Duties and Responsibilities:

1. Ensure enough new backpacks are on hand for beginning of program
2. Arrange for use of space for entirety of program. Space to include area to store food items, area to build backpacks and family bags (assembly line)
3. Instruct weekly volunteers who come specifically for this program on what to put in backpacks and bags and how many to make
4. Supervise daily volunteers as they sort through food donations in order to separate our summer food items
5. Once backpacks and bags are built, stage for weekly pick up
6. Keep each week's spreadsheet up to date on who has come to pick up and other specifics
7. Help recruit afternoon volunteers for distribution of backpacks and bags
8. Communicate frequently and succinctly with staff members and volunteers
9. Be present during each backpack build time and each distribution time to ensure accuracy and compassionate distribution

Essential Functions:

Adhere to professional standards, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit a biweekly timesheet to the appropriate site supervisor for signature and approval.

Members are required to call in to the appropriate site supervisor and any relevant site staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism is grounds for suspension and/or dismissal. Members who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Members must have a strong commitment to community service, to communicating effectively with staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong ethic of service (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of host site program, CitySquare and AmeriCorps. Members are required to wear the AmeriCorps logo during service.

Service Conditions:

This service opportunity is highly interpersonal and requires that members serve well with others. Members must be able to accommodate changing service conditions and diverse points of view. Members must also be able to meet the physical demands of the position, which includes the ability to lift at least 25 pounds and stand/walk for up to 5 hours. Members must learn to balance both program identity and AmeriCorps identity. Equipment used, includes computers, copiers, scissors, glue, staplers, general office supplies, etc.

Qualifications:

Preferred: Some college and/or professional experience, some experience or interest in hunger issues and food pantry services. Spanish/English bilingual preferred. Minimum: High school diploma or GED. At least 17 years or older. U.S. Citizen or Permanent Resident. Access to reliable transportation to and from host site on a daily basis. Must show strong attention to detail, willingness to serve in fast-paced warehouse environment, and flexibility to serve hours dictated by program needs. Members agree to submit to a criminal background check, as well as the National Sex Offender Registry.

This position has recurring access to vulnerable populations. As such, it requires a three-part National Service Criminal History Check, including an FBI fingerprint background check. Until a member is cleared on all three components, the member is not permitted to have access to vulnerable populations but is confined to training and program development.

Disaster Relief Effort:

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.