



**CitySquare AmeriCorps
Member Position Description**

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

Position Title: AmeriCorps Pantry Coordinator

Reports to: Site supervisor is Gloria Castillo, Programs Coordinator at Sharing Life. 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 Tuesday through Friday, 8:30 am to 4:30 pm, with some Thursday evenings or Saturday mornings 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 AmeriCorps Pantry Coordinator will support all activity to improve the health outcomes of clients in the client choice food pantry. This includes placing volunteers in appropriate zones to assist clients as needed, assisting Programs staff in teaching new volunteers how to guide clients through the food pantry, strategic stocking of the pantry to encourage healthy food choices, serving clients with compassion, and supporting the daily/weekly completion of all required local, state and/or federal cleaning and organizational duties.

Duties and Responsibilities:

1. Ensure that pantry is ready for volunteers and clients each morning, to include adequate stocking of fresh produce, healthy food choices, and shelf stable food items
2. Assign volunteers to zones based on pantry layout and food selections
3. Make all volunteers aware of any special items or unusual needs for the day
4. Welcome clients to our Drive Thru and assist with their food pick up
5. Ensure the client experience is positive
6. Ensure relevant data is collected for each client prior to leaving the food pantry (weight, family size, etc)
7. Ensure pantry is clean: no spilled food or liquid, no trash or food on floors, etc.
8. At end of day, make certain all duties- stocking, organizing, cleaning, etc.- are completed

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, dollies, etc.

Qualifications:

Preferred: Some college and/or professional experience, and/or experience in a non-profit setting as either paid staff or a volunteer. 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 have interest in serving a varied client population and the ability to demonstrate compassion for families in need. 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.

CitySquare AmeriCorps is available to all, without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, or veteran status.