**AMERICORPS SERVICE OPPORTUNITY**

**Position Title: Food Security Coordinator**

**Field of Service: Food Security**

**Service Site:** Gunnison Country Food Pantry

**Address: :** 114 S 14th Street, Gunnison, CO 8120

**Site Supervisor’s Name:** Jodi Payne

**Slot Type:** full time **Minimum # of hours to complete term:** 1700

**Start Date:** January 15th **End Date:** December 15th

**Program Overview**

Localizing our food system is one of the most impactful and actionable steps we can take to solve so many of our global problems, Across the central Rocky Mountains and southwestern Colorado, AmeriCorps service with Mountain Roots Healthy Futures Program builds social, economic, and environmental health for rural communities. We work with ten organizations throughout the region who are leaders in their fields, activating community-driven initiatives including Farm to School, Regenerative Agriculture & Community Gardens, Hunger Solutions (Community Food Security), and other programs in public health, conservation, and the environment. Join us for anywhere from one season to up to two years of mentored service, where you’ll build a bridge from college to career while building and sustaining healthy communities, healthy people, and a healthy environment.

**Organization Overview**

Gunnison Country Food Pantry (GCFP)provides food assistance to those in need in a kind, confidential, and supportive environment. GCFP distributes food up to six days a week and has several outreach strategies for reaching vulnerable populations in Gunnison County. It takes over 100 volunteers, 32 partnerships, and seven staff members to keep food within reach of neighbors.

**Service Description**

GCFP is looking for a self-motivated and passionate team member to help with the Food Pantry’s program administration and volunteer coordination. This position will be directly supervised by the Operations Coordinator and Pantry Manager with oversite from the Executive Director. We are looking for a team member dedicated to making a positive impact in the Gunnison Valley by working to better Pantry programs that reach those in need. Food Security Coordinator position will aid in program facilitation, such as recording and reporting information, working with program partners to support the initiative, and develop materials and program infrastructure as needed.

The Food Security Advocate position will assist in the development of GCFP robust volunteer program via assisting in volunteer recruitment, placement, retention, and recognition. Every year, GCFP has over 100 volunteers who donate time to feeding their neighbors. Additionally, the Food Security Coordinator must attend all Gunnison Community Health Coalition meetings as an active member and aid in administrative support such as note take and sub-group participation.

**AmeriCorps Member Primary Responsibilities**

* Reporting and Recording of the following Pantry Programs:
	+ Fresh Mobile Pantry
	+ Gunni-Packs
	+ Mini- Pantries
	+ Volunteer names and hours
	+ Healthy Snacks
* Assist in Program Administration, such as coordination of food pick up/drop off/ Shopping for Pantry Programs, soliciting feedback, and providing suggestions on the following Programs:
* Fresh Mobile Pantry
	+ Gunni-Packs
	+ Mini- Pantries
	+ Volunteer names and hours
	+ Healthy Snacks
* Assist in Volunteer Coordination for the day-to-day Pantry operations and Pantry Programs:
	+ Assist in scheduling volunteers for their shifts.
	+ Assist in making follow up phone calls and emails
	+ Manage GCFP’s online volunteer inquiry form.
	+ Assist in orientating volunteers to the Pantry and specific shift.
	+ Assist with Volunteer Recruitment and Retention: Table at one event/location per-month to recruit volunteers.
	+ Develop volunteer recruitment materials; brochure, poster, QRT sheet, etc.
	+ Coordinate the Annual Volunteer Appreciation Event.
* Gunnison Community Health Coalition
	+ Attend all Gunnison Community Health Coalition meetings.
	+ Support GCHC administratively such as note taking, sub-group participation, and attending GCHC initiatives and programs.

**Location and Service Conditions:**

This position is based at Gunnison Country Food Pantry, PO BOX 7077, physical address: 114 S 14th Street, Gunnison, CO 8120.

**Qualifications:**

* **Bachelor’s degree Preferred.**
* **Passion for Food Security and Community Support:** Demonstrate a genuine passion for addressing food security issues and a commitment to making a positive impact on the Gunnison Valley. An understanding of the importance of localizing the food system and its impact on community health is highly desirable.
* **Strong Organizational and Administrative Skills:** The role involves program administration and volunteer coordination, so candidates should possess strong organizational skills. They should be capable of efficiently managing and recording information related to various pantry programs and volunteers, as well as coordinating food pick-up and drop-off logistics.
* **Effective Communication and Teamwork:** Given the collaborative nature of the position, strong communication skills are essential. Candidates should be able to work effectively with the Operations Coordinator, Pantry Manager, Executive Director, and other team members. This includes effectively engaging with program partners and being able to solicit feedback and provide suggestions for program improvement.
* **Volunteer Engagement and Recruitment:** The Food Security Coordinator will play a significant role in developing and maintaining a robust volunteer program. Therefore, experience in volunteer recruitment, placement, retention, and recognition is a valuable qualification. The ability to engage with volunteers, schedule their shifts, and coordinate volunteer appreciation events is crucial.
* **Community Involvement and Administrative Support:** As the role requires participation in Gunnison Community Health Coalition meetings and providing administrative support, candidates should be willing and able to actively engage in community initiatives. This includes attending meetings, taking notes, participating in sub-groups, and supporting various health coalition programs and initiatives.

**AmeriCorps Required Qualifications:**

* At least 17 years old at start of service
* Must be a high school graduate, GED recipient, or working toward attaining a high school diploma or GED during the term of service. Members must obtain either a diploma or GED before using an education award.
* Be a citizen, national, or lawful permanent resident of the United States
* Able to pass a National Service Criminal History Check (state, FBI, and National Sex Offender Public Website checks) per 45 CFR 2540.202

**Healthy Futures AmeriCorps Program Benefits**

* $19,360.00. Living Allowance - AmeriCorps Member(s) will receive total stipend paid bi-weekly at $806.67 over the course of the term.
* $6,895.00 Education Award / Tuition Assistance - AmeriCorps Member(s) can receive an Education Award upon successful completion of service. This can be used to pay back student loans, or to further your education.
* Eligible AmeriCorps Members can receive childcare assistance.
* All Members receive professional development and training, plus covered travel costs for attendance at state or regional conferences.
* All members may be eligible for Federal program assistance (SNAP, Medicaid, etc.)
* All members may qualify for student loan forbearance (postponing the payment of loans) while in service.
* Alumni benefits may include priority hiring with organizations that are part of Employers of National Service and the Public Service Loan Forgiveness Program to eliminate educational debt.

**About the Living Allowance**

An AmeriCorps Living Allowance is not a wage, salary, or hourly pay. You are enrolling in a SERVICE position, not a job. The Living Allowance is a stipend designed to support the basic necessities of the individual while in service, such as room and board, utilities, and transportation. Carefully consider this when applying.

Place an “X” beside all that apply.

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| EDUCATION PREFERRED FOR THIS POSITION *(select all that apply)* |
| X | High School Diploma or equivalent |
| X | Technical / Vocational School or Apprenticeship |
| X | Some College or AA Degree |
| X | Bachelor’s Degree |
|  | Master’s Degree |

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| ESSENTIAL SKILLS |
|  | Youth Education / Teaching |  | X | Communications |
|  | Environment / Conservation |  |  | Community Organizing |
|  | Social Services / Health & Human Services |  | X | Teamwork |
|  | Agriculture, Farming, & Gardening |  | X | Outreach & Engagement |
|  | Animal Husbandry |  |  | Working with vulnerable populations |
| X | Attention to Detail |  |  | Basic Microsoft Office  |
|  | Cooking |  | X | Proficient writing and oral communication |

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| OTHER |
| X | Car Recommended |
| X | Permits attendance at school during off hours |
| X | Permits working at another job during off hours |
| X | Typical schedule, Monday-Friday |
| X | Flexible hours are required, including some weekends or evenings |
|  | Remote / teleservice is allowed |