**St. Louis Area Foodbank**





**AmeriCorps Member Position Description**

**Service Position Title:** Community Partner Member

**Address of Program**: 70 Corporate Woods Drive, Bridgeton, MO 63044

**Service Location:** Hybrid (partially on site at program address; partially serve from home)

**Program Director:** Kobi Gillespie, Director of Volunteer Services; 70 Corporate Woods Drive, Bridgeton, MO 63044; kgillespie@slfoodbank.org; 314-227-3727

**Site Supervisor:** Kelly Kreitler, Partner Relationship Manager, kkreitler@stlfoodbank.org; 314.292.5396

**Program Purpose**: The St. Louis Area Foodbank has identified interventions related to COVID-19 recovery that will respond to the need and advance the organization’s mission of building stronger communities by empowering people with food and hope. AmeriCorps Members will expand access to nutritious food, and aid in the recovery of the community as a result of the COVID-19 pandemic. The organization will complete this through a combination of food access interventions—including public benefits outreach, sourcing food donations, improving the client intake process, and strengthening community relationships. Each of the efforts will be supported by AmeriCorps Members. The outcome of these actions will be to increase the efficiency, effectiveness, and program reach of the Foodbank’s network of partner agencies, as well as increasing the number of individuals who report increased food security.

**Program Impact**: Building a stronger bi-state region by nourishing people, empowering communities and transforming systems.

**Service Position Summary:** The member will support the organization in managing its network of over 500 food pantries, soup kitchens, and shelters. These partners receive food from the Foodbank and hold regular distribution events to serve their communities. In addition, the organization supports partners through capacity building and training. One AmeriCorps member will work with Partner Relationship Coordinators to conduct site visits and establish a baseline for capacity assessments created of Foodbank partner organizations to determine needed training and resources to help them sustain or enhance their level of community support. The member will connect partners with programs and resources to build capacity to distribute food effectively and efficiently. The member will then follow up with participating partners to identify the baseline for increased efficiency, effectiveness, and program reach within their organization because of Foodbank services. Because the Foodbank’s network of partners is so large, members will not supplant the work of the current Foodbank partner services team. Instead, member support will allow the Foodbank to provide a deeper level of relationship management.

**Essential Functions of Position:** The St. Louis Area Foodbank has determined that the probability of access to vulnerable populations is so great that all members will undergo all required criminal history checks: NSOPW, FBI, and Missouri State Police, as well as other states, as necessary. Must be able to successfully pass pre-placement drug screening and have a clean driving record.

* Develop partner specific capacity plans that seek out the expertise of Foodbank subject matter experts, highlight training opportunities, and work to build the range of the partner
* Connect with Foodbank subject matter experts regarding program updates, work cross-departmentally with teams to bolster the success of partners
* Conduct site visits as needed to glean partner specific information and capabilities as it relates to the creation of their capacity plan development
* With support from supervisor, develop, administer and analyze surveys to capacity plan recipients that measure increased efficiency, effectiveness, and program reach because of Foodbank services
* Compile partner best practices and identify opportunities to highlight common practices with the network; create templates that may be used across the network for partner use
* Research ongoing strategic capacity development practices and tools used across the Feeding America network and assess methods that can be incorporated into the Foodbank territory
* Participate in regularly scheduled team check-ins
* Update Foodbank database with relevant partner information
* Leverage at least 5 additional non-AmeriCorps volunteers to serve alongside Members in order to increase the impact of the program and build sustainability in the community.
* Additional service projects, as approved by the program director.

**Knowledge, Skills, and Abilities Required:**

* Can work well with a team of people
* Can work efficiently and independently
* Is open to new ideas and welcome feedback
* Is comfortable working in various socioeconomic communities and making cold calls to community organizations
* Has strong interpersonal skills including empathy and compassion for the partners and neighbors we serve
* Is extremely comfortable making calls to partners
* Has reliable transportation and proof of insurance
* Is extremely comfortable traveling throughout our service territory
* Is organized, a self-starter and able to manage time effectively
* Has a strong customer focus
* Has strong research and analytic skills
* Is comfortable working with data
* Excels in working with detail, strong computer skills and excellent Microsoft Office skills
* Enjoys writing processes, documenting procedures and compiling recommendations
* Ability to manage multiple projects, handle interruptions, maintain focus on tasks

**Eligibility:** An AmeriCorps participant must: be at least 17 years of age at commencement of service; be a citizen, national, or lawful permanent resident alien of the United States; satisfy the National Service Criminal History Check eligibility criteria.

**Academic and Experience Qualifications:**

* Members must have a bachelor’s degree from an accredited university. Emphasis in Non-Profit Administration, Public Health or another related field preferred
* Experience assisting with relationship building, outreach initiatives or program implementation for a non-profit organization highly desirable.

**Commitment Required:** This position requires a minimum of 1,720 hours of service during a period of not more than one year. Generally, members are expected to serve a minimum of 35 hours per week. While general work hours are Monday – Friday, 8:00 AM – 4:30 PM, workdays may differ due to project demands. Start dates are flexible. End date will be no more than 365 days after start date. Members will be expected to participate as a team in MCSC AmeriCorps Opening Day in Jefferson City and in at least 3 local national service days (9/11 Day of Remembrance, Dr. Martin Luther King Jr. Day of Service, AmeriCorps Week).

**Orientation and Training:**

* **General Orientation** will take place over Member’s first 2-3 days and will consist of:
	+ Introduction to National Service and AmeriCorps
	+ Introduction to St. Louis Area Foodbank (SLAFB) – Understanding objectives of the program
	+ AmeriCorps 22-23 Program Handbook
	+ Service in the local community: National Days of Service
	+ Inclusive Workplace Training / Awareness
	+ Receipt & responsibilities of laptop
	+ AmeriCorps programs and network
	+ Feeding America Orientation
	+ Food Safety Training
	+ Mission Experiences
* **Department Onboarding & Specific Position Training** will consist of:
	+ Department Onboarding & Specific Position Training:
* Meeting with partners during network status reviews
* Overview of Partner Relationship Coordinator Service Territory
* Meeting with Partner Relationship team to build an understanding of the state of the network
* Connect with Equitable Access, Ending Hunger, and Health and Wellness teams for program overview
* Connect with Service Insights team for overview of neighbor data tracking system
* Attending New Partner training to gain understanding of partnership expectations
	+ Specific skills and knowledge needed to perform service at service site:
* Will be trained on Ceres, the Foodbank database
* Will be trained in how to conduct a network status review (inspection) to gain an understanding of the capacity of partners
* Will be trained on accessing and reviewing the network status review report
* Will be trained on the administration of The Emergency Food Assistance Program and Commodity Supplemental Food Program at a partner level
* Role-specific safety procedures for Member safety
	+ The member is encouraged to connect with the Site Supervisor if they are uncomfortable with attending site visits by themselves. The Site Supervisor will identify a Partner Relationship Coordinator to attend with the member.

**AmeriCorps Program Benefits:**

* **Living allowance stipend**: Members will receive a total allowance of **$18,880** paid over 26 pay periods; FICA and federal & state income taxes will be withheld
* **Education award**: Members may receive a Segal AmeriCorps Education Award in the amount of **$6,495** upon successful completion of their term of service in accordance with the Member Service Agreement. *(Award subject to federal and possible state tax in the year each payment is made.)* Members that are at least 55 years of age at the start of service may transfer their award to a child, stepchild, grandchild, step-grandchild or foster child.
* **Student loan forbearance**: Members who are earning a Segal AmeriCorps Education Award are eligible for one type of postponement of the repayment of their qualified student loan called forbearance.
* **Healthcare**: SLAFB will provide or make available healthcare coverage to AmeriCorps Members serving a full-time term who are not otherwise covered by a healthcare policy at the time the Member begins the term of service. Should Member lose coverage during the term of service as a result of service or through not deliberate act of their own, Member will become eligible for coverage provided or made available by SLAFB.
* **Childcare**: CNCS will provide for childcare payments for Members who meet eligibility requirements.
* **Workers Compensation**: In the event of injury or illness while serving, AmeriCorps Members are eligible for workers compensation through the SLAFB Workers Compensation policy.
* **Member Assistance Program**: Access to free and confidential short-term counseling and a wide-range of other services for Members and family members.
* **Service Gear**: SLAFB will provide AmeriCorps service gear.
* **Holidays**: 12 holidays as recognized by SLAFB
* **Training & Professional Development**: SLAFB will provide both required and individually desired development opportunities throughout term of service, in addition to those offered during orientation. This includes, but is not limited to:
	+ **AmeriCorps 101 for Members** via On3Learn (required prior to interview)
	+ **Prohibited, Unallowable and Allowable Activities** via On3Learn (required)
	+ **CPR/First Aid certification** (required)
	+ **Disaster Deployment:** MCSC may activate and/or deploy Members to serve during a disaster response or recovery effort.
	+ **MCSC LeaderCorps:** SLAFB will select one or two Members each program year to participate in a leadership training program developed and implemented by MCSC.
	+ **Life After AmeriCorps** via On3Learn (required near end of service term)
	+ Additional training and professional development opportunities as appropriate.
* Beyond these benefits, Members will have the opportunity to serve a valuable mission alongside a dedicated team to make a difference in the community.

**Evaluation and Reporting:**

* Mid-term and end-of-term evaluations will be required; Member will submit weekly time sheets electronically.

**For additional information or HR support during term of service:** Contact Program Director – Kobi Gillespie, Director of Volunteer Services; kgillespie@stlfoodbank.org; 314-227-3727

*The St. Louis Area Foodbank places high importance on maintaining a diverse corps, seeking to attract members all races and ethnicities, socioeconomic backgrounds, education levels, gender identities, sexual orientations, and abilities.*

**Member’s Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature (member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature (program director): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**SLAFB** = St. Louis Area Foodbank

**CNCS** = Corporation for National Community Service (aka AmeriCorps or the Corporation)

**MCSC** = Missouri Community Service Commission (aka the Commission)