



AmeriCorps



St. Louis Area Foodbank

AmeriCorps Member Position Description

Service Position Title: Product Partnerships 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: Jordan Brennan / Product Donation Coordinator / jbrennan@stlfoodbank.org / 314-292-5391

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 Product Partnerships Member supports St. Louis Area Foodbank's Product Acquisition department. The member will actively solicit food drive partners and organize community product collection events within the Foodbank's service territory with a goal of at least 50 organized food drives over the course of the year. The member will interface with department leads to develop their own strategic plan leading up to their planned events, providing a Foodbank presence in the community. The member will manage their own event budget, collaborate in planning sessions, coordinate logistics, and manage relationships.

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.

- Solicit new Foodbank sponsored event partners by use of Email, Phone, and in-person visits.
- Educate food drive event participants on the Foodbank mission and serve as an ambassador.
- Attend food drive events as an in-person community ambassador at schools, camps, organizations, etc.
- Promote community product partners through media, photos, and social media.
- The member is required to attend monthly touch base with supervisor to review monthly pounds solicited results, list of organizations solicited, and provide an update on progress towards goal.
- In coordination with Partner Relationship Coordinators, work directly with partner pantries, work directly with partner pantries to determine product needs and create a strategy to source necessary items through an organized drive.
- Research and network with community stakeholders through various platforms such as community events, tabling / booth opportunities and other appropriate social gatherings to better understand specific community needs and create opportunities for acquiring food.
- Recruit and engage volunteers in community food drive events.
- Additional service projects, as approved by the program director.
- 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.

Knowledge, Skills, and Abilities Required:

- Understanding the life cycle of a project from conception to completion.
- Self-awareness and the ability to adapt in different community environments.
- Experience with running an event from conception to completion.
- Proficient with Outlook, Word, Excel, PowerPoint, and other web-based applications.
- Strong written and verbal communication skills.
- Ability to work cooperatively and independently with different types of personalities.
- Able to lead a team of volunteers.
- Must be able to lift up to 25 LBS of boxes on and off a truck, and push food drive barrels at events.
- Ability to display a confidence when engaging with community partners.
- Ability to safely maneuver a motor vehicle.
- Experience preferred and comfortable with attaching, detaching and towing 7' x 16' trailer. (Orientation provided)
- Experience preferred and comfortable driving a 17' box truck and operating lift gate. (Orientation provided)

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. **Due to the nature of this position, SLAFB requires a minimum age of 21.**

Academic and Experience Qualifications: At minimum, have a high school diploma or its equivalent. Must provide valid driver's license and proof of current personal vehicle insurance. Members must have completed at least an Associate College Degree or at least 2 years in a nonprofit or event role.

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:
 - Position Roles & Responsibilities
 - Specific skills and knowledge needed to perform service at service site
 - Training on donation process system.
 - Attending Food drive events with Product Donation Coordinator to learn how to operate a food drive event effectively.
 - Attend a distribution (Food on the Move, Food Fairs, and Mobile Food Pantry)
 - Volunteer for a shift in the Volunteer Center
 - Ride with a driver for a food distribution event.
 - Role-specific safety procedures for Member safety
 - Procedures to attach and detach trailer hitch off foodbank truck.
 - Procedures to operate food drive truck lift gate effectively.
 - Compliance with wearing approved reflective gear when commuting through the warehouse area.

- Safely stoop, lift, and turn while moving food drive barrels through approved warehouse areas.

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)