



AmeriCorps

Meal Program Designer (WVHAC) **AmeriCorps VISTA**

Effective Dates: 10/24/2022-10/23/2023

Sponsoring Organization: Arizona Food Bank Network

Site Location: A New Leaf

Primary Focus Area: Food Security – Healthy Futures

Position Description

At A New Leaf, nutrition is recognized as essential to all our clients' well-being. The goal of this position is to develop and implement a meal program which includes donated meals which adhere to nutritional standards, nutrition education, and a comprehensive list of community resources to support long-term nutrition for clients.

Responsibilities

- Coordinate with the Community Engagement Coordinator to expand and implement the West Valley meal program
- Coordinate with the Community Engagement Coordinator to collect in-kind donations, including holiday giving
- Coordinate with the Community Engagement Coordinator to implement meal planning program; solicit food donations to fill gaps
- Recruit/retain group and individual volunteers by building relationships (tours, follow up, reminders, thank you's, recognition, and attending meals & other touch points)
- Compile and share calendars and schedules
- Share client resources to existing programs to ensure clients have access to nutritional meals when offsite
- Create tracking system for community donor meal donations including contact information and items donated
- Ensure volunteers have required training, qualifications and supervision for their roles
- Collect, post, and provide nutrition and meal planning educational information for clients
- Perform various tasks related to the volunteer and meal programs (scheduling, preparing correspondence, calling donors, donor receipts, updating databases, etc.)
- Participate and successfully complete all required training A New Leaf deems necessary
- Always maintain standards of confidentiality and professionalism
- Work cooperatively and respectfully with shelter staff, leadership, and clients
- Adhere to codes of conduct and standards as specified in the Volunteer Handbook
- Committed to fostering safe spaces for all, with the ability to respect and accommodate diverse stakeholders

Key Skills, Knowledge, Abilities, & Qualifications

- Detail oriented/good communication, customer service, and organizational skills
- Efficient/deadline driven/good time management skills/ability to prioritize multiple projects
- A strong ability and inclination to work independently, as well as working as a team

- Knowledge of, and experience with, Microsoft Office including Publisher, Excel, and Word
- Completed High School or GED
- Class One Fingerprint Clearance Card
- Ability to pass a background check

Benefits for VISTA Members

- Living stipend to cover the basic costs of living (find out more at nationalservice.gov)
- Choice of Education Award or End of Service Stipend upon successful completion of service
- Health coverage at no-cost
- Relocation allowance
- Student loan forbearance and deferment
- 10 personal and 10 sick days
- Childcare assistance if eligible
- One year of non-competitive eligibility for federal government positions upon completion of service
- Professional development training

AmeriCorps Eligibility Requirements

- Must be 18 years of age
- US citizen, national, or legal resident
- Successfully complete a criminal background check
- Valid driver's license

How to Apply

- Please send resumes to: erica@azfoodbanks.org
- Apply through the MyAmeriCorps Portal:
<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=114210>