



2021-2022 Campus Kitchens at Gonzaga University Community Outreach Coordinator Position Description

TITLE: Campus Kitchens Community Outreach Coordinator- (1 position)

HOURS OF SERVICE: Hours Vary, 40 hours per week, M – F with some evening and weekend hours

- Sample schedule: Mondays & Wednesdays- 8:30-5:30pm; Tuesdays- 9:00-6:30pm; Thursdays 8:30-6:00pm; Fridays 8:30-4:00pm
- Member is required to volunteer at least 1,700 hours over the 10.5 month term of service

Start Date: September 1, 2021

End Date: July 15, 2022

JOB DESCRIPTION: Interested in addressing the issues of food insecurity and nutrition education in a dynamic college environment? Apply for a chance to make a difference in the Spokane community. The AmeriCorp member will assist with food recovery, meal preparation, and garden maintenance and harvest as part of the embedded meal service; supervise volunteers in meal preparation, meal delivery, and attendance tracking as part of the community meal program; support food distributions and delivery as part of the program's COVID-19 response; and recruit and train volunteers.

What is AmeriCorps?

AmeriCorps is a federally-funded national service program whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps provides opportunities for more than 75,000 Americans each year to provide direct service to their communities and country.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Recruit volunteers from the Gonzaga University campus and Spokane community. AmeriCorps member will also supervise, train, motivate and recognize these volunteers throughout the year.
- Supervise a team of student leaders.
- Recover and grow food for use in individual and congregate meals. This includes running food drives, working with Gonzaga's dining services to recover leftover food and managing the community garden.
- Supervise meal sites: Supervising volunteers to prepare, deliver and serve meals to sites that serve low-income, disabled, elderly and veteran adults as well as at-risk youth.
- Serve as a liaison and deliver food as part of the Bite-to-Go program.

The Washington Service Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The Washington Service Corps only enrolls members who are a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. All new AmeriCorps members must pass a standard background check.



- Develop and deliver nutrition curriculum: Modify and implement research-based, turnkey nutrition education programs in various settings to provide this education to at-risk youth. This includes training volunteers to assist with content delivery, as well as assessment.
- Data collection and reporting: collecting output and outcome data from activities for reporting to internal and external audiences, and the Washington Service Corps.
- Administer program assessments
- Provide assistance in recruiting college students and coordinating National Days of Service and other community service events through Zag Volunteer Corps
- Participate in National Days of Service and other community service events
- Promote program impacts to internal and external stakeholders
- Participate in Washington Service Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Engage in personal reflection

REQUIRED QUALIFICATIONS:

- ◆ AA or BA/BS degree preferred
- ◆ Must be at least 18 years of age at the commencement of service
- ◆ Ability to work well with people of diverse backgrounds
- ◆ Strong organization, problem-solving and written and oral communication skills
- ◆ Basic office computer skills, including word processing; experience with spreadsheets/databases preferred
- ◆ Strong initiative; self-starter
- ◆ Ability to creatively problem solve
- ◆ Enthusiasm for helping others succeed

BENEFITS:

- Member Living Stipend of \$1,945.24 per month (before taxes)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
- Basic Health Care Plan
- Education Award of \$6,195 upon successful completion of the program
- Childcare assistance for qualifying members
- Training and Experience

WSC Program Benefit information is available in more detail here:

<https://washingtonserviccorps.org/become-a-member/>

To Apply Send a Cover Letter and Resume to: Emily Banick at banick@gonzaga.edu

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