



AmeriCorps

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

Effective Dates: 08/14/2023 – 08/13/2024

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 for shelters which includes donated meals that adhere to nutritional standards, provide nutrition education, and maximize community resources to support long-term nutrition for clients.

Responsibilities

- Coordinate with the Community Engagement Coordinator to expand and implement A New Leaf's West Valley shelter meal program
- Coordinate with the Community Engagement Coordinator to collect in-kind donations related to the provision of the meal program, 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 messages, 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, volunteers, and donors
- Adhere to codes of conduct and standards as specified in the Volunteer Handbook
- Foster safe spaces for all, respecting and accommodating diverse stakeholders

Key Skills, Knowledge, Abilities, & Qualifications

- Detail oriented/good communication, experience with 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
- Located in Maricopa County and preferably in the West Valley of the Phoenix Metro area; A New Leaf currently operates on a hybrid model for in office presence, including a mix of dedicated work from home and in office days
- Able to be onsite at shelter programs to work with shelter staff and volunteers when needed and to meet with supervisor as agreed upon.
- High School diploma 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>