



AmeriCorps

Meal Program Coordinator 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

The Meal Program Coordinator VISTA position will support the East Valley Men's Center to improve and ensure the sustainability of the meal program. The VISTA will build new scalable processes utilizing updated software to improve efficiencies, provide nutritional education, meal planning and coordinating, and ensure access to other nutrition related resources. These improvements will enable A New Leaf to expand meal programs and related services into additional programs A New Leaf offers to provide quality nutrition to more community members.

Responsibilities

- Update processes by utilizing new software to manage meal program at EVMC
- Coordinate with the Community Engagement Coordinator on implementing new meal planning methods
- Solicit food donations to fill gaps and create a tracking system for community donor meal donations including contact information and items donated, and provide reports
- Recruit, retain and track volunteers by building relationships (tours, follow up, reminders, thank you's, recognition, and attending meals & other touch points)
- Develop informational materials and trainings curriculum that encompasses a variety of nutritional best practices
- Standardize best practices to ensure that the Volunteers Team is comfortable using the system, and that volunteers have a standard process to follow moving forward
- Compile and share informational materials to residents and donors
- Research available resources and compile a contact list of partner organizations that aid residents in achieving set nutritional goals
- Develop a recordkeeping system to measure the effectiveness of the program
- Share client resources to existing programs to ensure clients have access to nutritional meals when offsite or graduating from shelter
- 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=114208>