

# A. MEMBER POSITION DESCRIPTION



## COMMUNITY ENGAGEMENT & FOOD DISTRIBUTION COORDINATOR

Member Name:

Program Name: Iowa Community Corps

Service Location: Brucemore Inc.

Start & End Dates:

Member Term: Minimum Time

Living Allowance:

**Connection to Purpose and Goals of AmeriCorps Program:** The Iowa Community Corps AmeriCorps program helps build strong communities by responding to public health needs through food security and resource navigation efforts. Iowa Community Corps members support community-based organizations by improving the capacity, quality, and cultural competency of the services they provide. Iowa Community Corps members also build human infrastructure for organizations through volunteer and community engagement. Lastly, Iowa Community Corps members receive training and professional development to help build a strong workforce of Community Health Workers in Iowa.

The Brucemore mansion and estate inspires community interaction with history, preservation, and the arts. Brucemore manages a substantial orchard where abundant fruit is currently shared with the local deer population, but has potential to be harvested and distributed. The primary focus of the AmeriCorps member's service will be to leverage Brucemore's existing partnership with Feed Iowa First to bolster capacity for horticulture, by utilizing the landscape to make a community impact beyond the site's property. Additionally, and if time permits, the member will conduct research and implement strategies to enhance the distribution of nutrient dense fruits and vegetables to underserved communities.

**Description of anticipated service schedule:** Description of anticipated service schedule: Member will serve an anticipated 33 hours per week over 10 weeks. Member will serve between 8am to 5pm, Monday thru Friday. Member may serve other days and time as needed and agreed upon.

Member may not serve hours on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. This includes checking emails, self-directed training, or teleservice. Specific service may be allowed if the program or host site has a planned event and prior approval is received from Volunteer Iowa.

Sick or personal days are allowed, but members lose possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

### Iowa Community Corps - Related Service Activities:

- Attend program orientation and monthly training/check-ins with AmeriCorps Program Planner
- Complete the Community Health Worker Professional Training Program
- Submit monthly progress report to ensure Community Health Worker Professional Skills program completion
- Submit mid and final term evaluation reports
- Submit timesheets within three days of the end of the pay period
- By the end of your term, create a sustainability plan that summarizes your capacity building activities and lays out a plan to sustain them after your exit from the program.

### Position/Site Specific Member Service Activities:

- Priority 1: Expand horticulture capacity and activities at Brucemore
  - During the first three weeks of service, collaborate with Brucemore staff to create a plan to utilize features of the landscape, including the vegetable garden and orchard, to grow and harvest produce to be donated to the community
  - Weeks 2-3: Learn about the crops to be planted and prepare land/soil by weeding, tilling, fertilizing, etc. Identify and implement a minimum of 1 chemical-free weed suppression methodologies
  - Weeks 3-10: Maintain garden throughout the season through weeding, watering, and harvesting produce. Train with Feed Iowa First staff to become knowledgeable of techniques for maintaining a

homeostatic environment. Maintain a homeostatic environment for fruits and vegetables grown on the estate.

- Throughout the service term, recruit and coordinate an average of 3 weekly volunteers to assist with garden preparation, maintenance, and harvest. Develop a volunteer schedule. Supervise and support volunteers while they work in the garden. Establish volunteer support to sustain the garden after member exit.
- Collaborate with Feed Iowa First to donate harvested produce to their distribution programs.
- Priority 2: Increase production of culturally relevant foods for immigrant and refugee communities.
  - Collaborate Feed Iowa First staff to select a minimum of 1 type of plant to increase production of, based on cultural food gaps they have identified
  - Increase the number of perennial fruits and/or vegetables planted on the Bruce more estate by 1 type of plant(s) based on gaps identified.
  - Increase the harvesting and distribution of perennial fruits and vegetables grown on the Bruce more estate.
- Priority 3: If time permits, increase awareness of food justice through digital media. This can be done on days when it is not ideal to be outside.
  - Develop a script for a long form video to be shared online
  - Collaborate with Bruce more staff to create the video
  - Develop a series of 5 social media posts to introduce the video and collaborate with Bruce more staff to monitor analytics
- Volunteers recruited and/or managed by AmeriCorps members will not participate in prohibited activities as outlined in the approved grant.
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.

Desired Skills/Qualifications:

- Valid drivers license (will operate host site vehicles on property)
- Ability to lift 50 lbs
- Ability to bend and perform moderate physical activity and occasionally strenuous activities that required considerable use of arms and legs including but not limited: moving your whole body, climbing, lifting, balancing, walking, stooping, and handling tools and materials
- Ability to work in various environmental conditions

Eligibility Criteria:

- Be 18 years or older at the start of service (no upper age limit)
- Pass a background check and national service criminal history check prior to first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident
- Certify that they have or will obtain the diploma/GED

Benefits:

- Education Award received upon successful completion of their term of service.
- Living Allowance
- Optional: Community Health Worker Certification upon successful completion of Community Health Worker Professional Skills Training Program
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:

- One Member Performance Evaluation requirement during the term
- Regular submission of member timesheets
- Submission of Sustainability Plan

**AMERICORPS PROGRAM CONTACT INFORMATION & SIGNATURES**

Member Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Program Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email & Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Program Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Member Initials: \_\_\_\_\_ Date: \_\_\_\_\_