**POSITION TITLE:** Nutrition Support Coordinator/AmeriCorps Member\*

**ORGANIZATION:** Loaves & Fishes NW Oklahoma

**REPORTS TO:** Assistant Director

**PREPARED DATE:** July 2019

**SUMMARY:** Under the supervision of the Executive Director and Assistant Director, the Nutrition Support Coordinator will be responsible for overseeing Intake Volunteers and registering clients and entering their information in Oasis, a computer-based record keeping system. The Nutrition Support Coordinator and Intake Volunteers ensure that clients meet all requirements for shopping and are the primary recorders of client information.

**AGENCY MISSION:** Fight hunger and feed hope through healthy food choices. [www.loavesandfishesnwok.org](http://www.loavesandfishesnwok.org)

**KEY RESPONSIBILITIES:**

* Coordination of food delivery our Food Resource Center
  + Navigate and accurately enter client information into Oasis
  + Become familiar with requirements for client registration
  + Facilitate client referrals to other assistance agencies in community
  + Equip staff and volunteers with necessary resources to make client referrals
  + Enforce rules for distribution of food and explain these rules to clients
  + Maintain client confidentiality and graciously discuss sensitive client information
  + Interact with clients of challenging demeanor and backgrounds
  + Assist with cleaning the intake area at the end of the day
* Provide outreach for and enrollment assistance in supplemental nutrition programs such as SNAP, WIC, etc.
* Provide nutrition education support through one-time/short-term food demonstrations
* Prepare and submit reports on services provided
* Complete all AmeriCorps training & service requirements

**OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

* Language Skills – Strong skills in interpersonal communication, writing, and organization. Ability to effectively present information. Ability to write reports, business correspondence, and procedure manuals.
* Technical Ability – Must be computer literate in email, word processing, spreadsheets, and internet navigation.
* Personal Skills – Must be a self-starter who is driven and capable of keeping track of multiple projects in a fast paced environment. Must be highly organized with attention to detail, ability to build relationships, and cool under pressure. Articulate, able to explain rules and regulations to clients respectfully.

**QUALIFICATIONS:**

* High School diploma or GED, Bachelor’s degree in Social Work or comparable degree preferred
* Meet eligibility requirements for AmeriCorps service including:
  + At least 18 years old
  + Be a U.S. Citizen or legal permanent resident
  + Complete a National Service Criminal History Check (specific site placements may have additional background check requirements)
* High School Diploma or GED
* Reliable transportation (does not need to have a car but must be able to get to site and any other necessary location related to AmeriCorps service.)
* Basic Computer skills
* Ability to balance tasks

**PREFERRED SKILLS/BACKGROUND:**

* Previous volunteer experience a plus
* Knowledge, experience and background in nutrition, dietary, health, healthy food preparation etc. would be ideal but not required.
* An aligned core value for healthy living and lifestyle would be ideal but not required.
* Volunteer Management skills a plus

**PHYSICAL DEMANDS**:

There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use. There will be periodic lifting and moving grocery items. Lifting should not normally exceed 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED PERSONAL CHARACTERISTICS:**

* Integrity, enthusiasm, perspective, flexibility, and a strong work ethic.
* A desire to be a part of an innovative, entrepreneurial organization with the ability to prioritize, move quickly, and maintain strong follow-through in a dynamic environment.
* Superior writing and oral communication skills.
* Excellent interpersonal skills with a demonstrated ability to work well with people at all levels, a strong commitment to teamwork.

**TIME COMMITMENT:**

* The position begins on September 2019 and ends August 31, 2020.
* Half-Time – 900 hours of service (approximately 20 hours per week).
* Semi-flexible 20-22 hours per week. Requires all 5 days each week in the office.

Mondays 12:00 p.m. – close of pantry 4.5 hours  
Tuesdays 2:00 p.m. – close of pantry 4.5 hours  
Wednesdays 12:00 p.m. – close of pantry 4.5 hours  
Thursdays 2:00 p.m. – close of pantry 4.5 hours  
Friday 10:00 a.m. – 1:30 p.m. 3.5 hours  
Total 21.5 hours

**AMERICORPS BENEFITS:**

* Members receive a living allowance based on their service term
  + Half-time: approx. $385 (bi-weekly)
* Members who successfully complete their required 900 service hours may be eligible for an Education Award. Education Award amounts vary based on Member’s service term:
  + Half-time $3,047.50
* Paid Training & Professional Development

\*Available position contingent upon notification of funds.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.** *This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*