



**Power of We Consortium AmeriCorps State Program  
Full Time Position Description**

|                        |                                       |                          |                                |
|------------------------|---------------------------------------|--------------------------|--------------------------------|
| <b>Position Title:</b> | Volunteer/ Food & Fitness Coordinator | <b>Category:</b>         | AmeriCorps Service Member      |
| <b>Host Site:</b>      | Allen Neighborhood Center             | <b>Site Supervisor:</b>  | Denise Paquette                |
| <b>Stipend:</b>        | \$12,630                              | <b>Position Type:</b>    | Full-time, 1700 hours          |
| <b>HR Contact:</b>     | AmeriCorps Program Manager            | <b>Dates of Service:</b> | Oct. 16, 2017 – Sept. 26, 2018 |

**Position Description**

**Organization Information:** Established in 1999, Allen Neighborhood Center (ANC) is a non-profit hub for neighborhood revitalization. Signature projects include the Hunter Park GardenHouse and Allen Farmers Market. These programs have emerged from neighborhood forums that address emerging issues and lead to pioneering, resident-driven strategies for community improvement. For more info, visit: [www.allenneighborhoodcenter.org](http://www.allenneighborhoodcenter.org)

**Role and Responsibilities:**

Our Volunteer Coordinator will:

- Recruit, orient, and link volunteers to food and fitness enhancing programs offered by Allen Neighborhood Center (Allen Farmers Market, Hunter Park GardenHouse, AMP Kitchen, Breadbasket Pantry, Market Walk) or other organizational needs.
- Develop and implement volunteer retention strategies.
- Maintain relations with local neighborhood groups, Eastside faith-based and service organizations, MSU and LCC Service Learning Programs, United Way, RSVP and others organizations that are sources of volunteers.
- Coordinate & promote the Market Walk program to provide fitness & nutrition education to neighbors.
- Coordinate volunteer record-keeping, by maintaining volunteer time sheets, goals, contact, and service information up to date and on file.
- Promote all ANC food and fitness programs via newsletters, e-mails, social media, Market blogs, etc.
- Participate in a PWC AmeriCorps Program-wide data reporting system with program required survey questions.

**Minimum Qualification:**

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following checks: State of Michigan, DHS Central Registry Clearance, FBI Fingerprinting, and State & National Sex Offender Registry

**Preferred Skills:**

- Desire and ability to engage with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- Computer skills, excellent written and oral communication skills.
- Flexible availability required (some night and weekends)

**Compensation:**

Members will receive a living allowance of \$12,630 distributed bi-weekly from October 16, 2017-September 26, 2018 and receive student loan forbearance for qualified loans. Upon successful completion of service an education award in the amount of \$5,775 will be issued. Members will serve 36 hours/week. All interested candidates must submit a cover letter and resume to Power of We Consortium AmeriCorps Program Director, Andrea Villanueva at [avillanueva@ingham.org](mailto:avillanueva@ingham.org) no later than **August 7<sup>th</sup> by 5pm.**