2014-15
Madison College AmeriCorps Program
Member Position Description

Position: AmeriCorps Service Member
Campus Office: Student Life – Volunteer Center
Campus Contact: Jennifer Edens, 608-616-3486, jtedens@madisoncollege.edu
Position Type: Quarter-time (450 hours completed by August 14, 2015). 10 hours per week / not to exceed 450 hours total. Each member will receive $1,493.00 educational stipend after completion of service.

Position Description: The Madison College AmeriCorps program is a community service opportunity for currently enrolled college students to serve with local non-profit agencies. AmeriCorps members will increase capacity building for these partner organizations through three activities: 1. recruiting additional volunteers, 2. helping to improve volunteer management practices and; 3. increasing the effectiveness of community impact assessment practices.

SECOND HARVEST FOODBANK OF SOUTHERN WISCONSIN: About Second Harvest Foodbank of Southern Wisconsin, a member of Feeding America Second Harvest Foodbank of Southern Wisconsin, southwestern Wisconsin’s largest hunger relief organization, is a non-profit organization that is committed to ending hunger in 16 southwestern Wisconsin counties through community partnerships. It serves nearly 141,000 people struggling with hunger each year; 43% of whom are children. From July 1, 2012 to June 30, 2013, Second Harvest together with its more than 225 partner agencies and programs, provided 12.6 million meals to those facing hunger.

POSITION SUMMARY: This position provides support to the Food Distribution Team, with primary focus on the Mobile Pantry program. Responsible for creating and maintaining strong volunteer partnerships and supporting program goals. The objective of this position is to develop the volunteer relationships needed to increase the distribution of food from our Mobile Pantry program to those who are food-insecure.

POSITION RESPONSIBILITIES and ESSENTIAL FUNCTIONS

Relationship Development and Capacity Building:
• Volunteer at the mobile pantries in Dane County.
• Recruit new Madison College volunteers for the mobile pantry program.
• Seek out and develop new relationships with prospective community partners to increase the number of mobile pantry volunteers.
• Provide outreach materials to promote the Mobile Pantry program in select communities.
• Assist staff in training newly recruited volunteers.
• Create and implement system to track mobile pantry volunteers.
• Assist mobile pantries in meeting standards; follow up on concerns and issues in a timely manner.

Staff Support Activities:
• Take photographs of new products and facilitate the adding of product photographs to the on-line shopping list.
SECOND HARVEST FOODBANK EXPECTATIONS

- Adhere to Foodbank policies and procedures
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Demonstrate strong customer service skills
- Deal constructively with conflict and, whenever possible, diffuse situations before conflicts arise
- Understand safety policies and actively promote safe practices in the workplace and at mobile pantry locations
- Demonstrate willingness and ability to adjust to changing conditions or priorities

QUALIFICATIONS Required:

- Outstanding outreach, marketing and customer service skills
- Valid driver’s license and good driving record; access to dependable transportation
- Ability to set own priorities and work independently
- Professionally written and oral communication skills
  - Intermediate Microsoft office programs and computer skills, specifically Word, Excel, Outlook, and PowerPoint

Physical Demands:

- Ability to work on a computer for several hours at a time
- Ability to travel and/or drive on a weekly basis
- Ability to stand, bend and lift during a 2-3 hour mobile pantry

Application Process:

Please send cover letter, resume and 3 references to:

Jennifer Edens – Volunteer Center
Madison College Student Life Truax Campus Room C1420
Email: jtedens@madisoncollege.edu  Phone: 608-616-3486