Volunteer and Service Coordinator

Groundworks Collaborative, Brattleboro VT

Learn how to effectively manage volunteers in a busy hunger relief program in Brattleboro, Vermont. Help with community outreach efforts to reach more people in need at a time when food insecurity has increased significantly. Support FoodWorks guests with accessing this basic human right and in building relationships during this time of isolation. Participate in community-led efforts to destigmatize getting help and building food justice.

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Groundworks Collaborative is a non-profit agency serving Windham County, whose mission is to provide ongoing support to families and individuals facing housing and food insecurities. The goal of this position is to enhance the services within FoodWorks, a community food shelf and project of Groundworks Collaborative. This position will support staff by recruiting and organizing volunteers, facilitating volunteer meetings and trainings, support community outreach efforts and support the daily operations of the food shelf.

Essential Functions:

- Recruit volunteers
- Maintain regular communications with volunteers, including scheduling regular meetings, 1:1 support, and project identification and matching
- Manage volunteers through regular scheduling, on boarding, training, and direct supervision
- Coordinate and organize annual volunteer appreciation event
- Support community outreach efforts including organizing food drives, tabling in the community, and maintaining and fostering new connections with local businesses, groceries and farms
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.
- Assist with intake process, forms and record keeping

Marginal Functions:
- Assist in the operation of the food shelf, including stocking shelves, checking clients in, assisting clients with shopping, and picking up food from the Vermont Foodbank and local grocery stores.
- Assist guests of the food shelf in signing up for 3Squares benefits.
- Assist with the organization of annual Groundworks’ community events: Hike for the Homeless, Day of Caring, Empty Bowls, Camp for a Common Cause.

Desired Qualifications:
- Must demonstrate respect for people of different backgrounds (educational, social, economic and cultural) and life experiences.
- Human services experience, especially with low income or diverse populations.
- Must be self-directed and comfortable serving in a dynamic environment.
- Strong interpersonal and communication skills, especially ability to serve effectively as part of a creative team.
- Flexibility, patience, openness and a sense of humor are a must.
- Proven ability to handle stressful situations.
- Experience working with food preferred, a passion for food and sustainable food systems a must.

Minimum Qualifications:
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:
This position includes serving indoors and outdoors, and primarily functions Monday-Friday with a flexible schedule.

Position begins September 9th, 2020 and ends August 13th, 2021
This position is **Full Time:** Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of $20,400 (pre-tax), and an education award of $6,195 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply:** [https://vhcb.org/our-programs/vhcb-americorps/positions](https://vhcb.org/our-programs/vhcb-americorps/positions)

For questions about this position or to send additional materials:

Christine Colascione, 141 Canal St, Brattleboro, VT 05301, 802-490-2412, ccolascione@groundworksvt.org

Application deadline: July 31, 2020 or until position is filled

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.**

Member Name:___________________________ Signature:_______________________