



## **AmeriCorps Member Position Title: Volunteer Coordinator**

Part-time (900 hrs)

### **Host Site: Central Rivers Farmshed**

#### **Overview:**

Central Rivers Farmshed Volunteer Coordinators will serve the mission and goals of Farmshed, Marshfield Clinic and AmeriCorps. Under the guidance of the Executive Director, the Volunteer Coordinators will collaborate with Farmshed members, staff, and partners to create meaningful and inclusive volunteer experiences within our local food system and help further develop our volunteer experiences for adults, teens, and kids.

#### **Description of Duties:**

- **Volunteer Recruitment, Engagement, and Celebration**
  - Partner to enhance Farmshed's volunteer recruitment process to ensure all feel welcome to share their ideas and gifts.
  - Support Farmshed to expand its communication strategy to include both Hmong and English tools.
  - Enhance Farmshed's volunteer appreciation efforts.
  - Support volunteers to bring their ideas to life.
  - Recruit, train, and utilize volunteers to support operations in the Farmshed Kitchen, Greenhouse, Gardens, and Facility.
  - Recruit, train, and utilize volunteers to support events like the Local Food Fair, Plant Sale, Local Food Tastes Great Fundraiser, and more.
  - Assist in developing a bi-lingual orientation process that supports volunteers to engage in both scheduled and drop-in opportunities.
  - Assist in implementation and expansion of group and youth engagement strategies.
  - Create and maintain a safe and enjoyable experience for volunteers.
  - Complete daily maintenance in volunteer areas, such as cleaning and organizing tools, equipment and work spaces.
  - Organize and maintain volunteer records, evaluations, and program manuals.
  
- **Growing Collectives and Farm to Community Activities**
  - Support volunteer led groups like the Growing Collective to advance their decision making, communication, and data collection processes.

- Support volunteers to develop new volunteer-led collectives, including decision making, budgets, data collection, and communication strategies.
- Support volunteers to design and implement farm to community activities, including decision making, budgets, data collection and communication strategies.

**Qualifications and Necessary Skills:**

- Must commit to 15-20 hours per week, on average, over the duration of the term. (900 hours minimum)
- Applicants must be 19 years of age by September 14, 2020, possess a high school diploma or GED/HSED, and agree to and pass a criminal and Department of Motor Vehicles background checks.
- Desire to embody Farmshed’s mission to grow an inclusive and resilient local food community.
- Ability to foster an inclusive and collaborative work environment.
- Experience working with diverse people.
- Must be able to communicate with the public and co-workers through two-way verbal communication (speaking and listening) and possess strong written and verbal communication skills. Ability to speak and communicate in both Hmong & English is preferred.
- Possess leadership and group facilitation experience.
- Ability to work independently and as part of a team.
- Possess proficient computer and social media skills.
- Must be humble, self-motivated, energetic, and reliable.
- Must be willing to ask questions, as well as give and receive constructive feedback.
- Able to identify and respond to unsafe and unsightly conditions and maintain safety onsite.
- Physical requirements:
  - Must be able to lift 50 lbs.
  - Must be able to work in all weather conditions.
- Background in food systems, farming, nutrition, food service, social justice and/or human services.
- U.S. Citizen, U.S. National, or Lawful permanent resident of the U.S.

**Training: The following training will be provided:**

- Diversity, equity, and inclusion training
- Volunteer management software and tools (Salesforce & Soapbox)
- Greenhouse and Kitchen Equipment
- Farmshed history and Partnerships
- AmeriCorps Program will offer additional opportunities for professional development including volunteer management training.

**Period of Service:**

Monday, October 12, 2020 – August 31, 2021. (End date is negotiable)

**Benefits:**

- Members will receive a living allowance of \$274 (gross before taxes) bi-weekly payroll for term of service.
- Health & Dental Insurance – option to enroll with premium paid in full for member only
- Child Care assistance (if qualified)

- Upon successful completion of hourly requirement described above, members will be eligible to receive a \$3,097.50 education award.
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Service gear
- Work Experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)

### **About Central Rivers Farmshed**

Farmshed is a non-profit organization located in Stevens Point Wisconsin whose mission is to grow a resilient local food community. We celebrate all aspects of an inclusive and sustainable local food system by:

- Ensuring everyone in our community can choose healthy and delicious locally grown food.
- Educating people of all ages ways to enjoy food grown in central Wisconsin.
- Supporting diversified family and cooperatively owned farms to succeed.
- Launching new businesses and encouraging all food businesses to source ingredients locally.

### **About Marshfield Clinic Health System AmeriCorps Volunteer Wisconsin:**

AmeriCorps, often referred to as a domestic Peace Corps, places 75,000 individuals within communities nationwide to spend a year serving others and strengthening communities. Marshfield Clinic Health System is a national service grantee that places individuals with host sites across Wisconsin. This program places individuals with nonprofit organizations to build and strengthen volunteer programs. Individuals will receive focused training in volunteer management then assist with such tasks as: recruiting, training and supervising volunteers; creating volunteer handbooks, application forms, and brochures; writing position descriptions; updating website content and coordinating social media; and other non-volunteer tasks specific to the mission of the nonprofit.