



**AmeriCorps Member  
Position Description**

<b>Position Title:</b>	<b>Service Term Dates:</b>	<b>Service Term Type and Hours:</b>
AmeriCorps Member	May 15, 2019 – August 7, 2019	Minimum Time- 300 hours

**Stipend:** AmeriCorps members earn a total of \$3,030 for a 300-hour summer service term, across no more than twelve weeks. This includes a total Cash Stipend of \$1,800 paid out bi-weekly (300 hours) and an End-Of-Term Education Award of \$1,230 (300 hours) - available once they complete their term.

**Service Hours:**

Equal Heart AmeriCorps members serve the minimum numbers of hours for their respective member type. Members must also serve the entirety of their service term dates; completion of service term hours does not negate their obligation to fulfill the dates of service. Weekly service hour averages include holidays off. All members are expected to participate in centralized AmeriCorps trainings – including, but not limited to initial kick-off training and Life After AmeriCorps training. Members are also required to participate in national service days including 9/11 Day of Service, My Good Deed Day, Make a Difference Day, King Day of Service and National AmeriCorps Week, if applicable.

**Background Host Site**

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 10 million meals a year to 230 food pantries, shelters and children’s programs in 12 counties of Central Alabama.

We also directly serve specific populations vulnerable to hunger. For example, we deliver groceries to seniors’ doorsteps, provide meals to children at risk of hunger during school breaks, and offer healthy foods to patients facing chronic illness. For easy access, we deliver to key locations like schools, senior housing facilities, medical clinics and more. Together we’re feeding over 80,000 people at risk of hunger per month.

**Primary Duties:**

All summer members’ activities are related to operations of a summer food program that provides food to children for the Summer Food Service Program. Specific activities will vary by site.

This role will assist the Community Food Bank’s summer meal program that serves over 1,200 children at up to 20 sites. They will assist with performing site visits, offering follow-up training/guidance to meal site coordinators, and ensuring daily meal orders are submitted. This role will also research strategies for how meal site coordinators can engage children in healthy eating habits during meal time. This role will also assist with the evaluation of summer meal sites including surveys and focus groups with children in the summer meal program. It may require delivering shelf stable meals once during the term.

This role is highly interpersonal, and requires that members work well with others. Members must be able to accommodate changing work conditions and diverse points of view. Members must learn to balance both program identity and AmeriCorps identity.

**Essential Functions:**

Adhere to responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit a biweekly timesheet to the appropriate onsite supervisor for signature and approval.

Members are required to call in to the appropriate site supervisor and any relevant site staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism is grounds for suspension and/or dismissal. Members who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Members must have a strong commitment to community service, to communicating effectively with staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong work ethic (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of Equal Heart and AmeriCorps. Other requirements include solid public speaking skills in a variety of settings. Time management skills and ability to multi-task. Proficiency in MS Office and volunteer databases. Ability to take initiative and work as a team player. Ability to lift up to 30 pounds.

AmeriCorps members serving with Equal Heart have recurring access to vulnerable populations, and as such all members are required to undergo a three part National Service Criminal History Check. Their position is contingent on the results of this background check.

Members are required to wear the AmeriCorps logo at all times of service.

**Disaster Relief Effort:**

*In the event of a local, state, or federal disaster declaration, AmeriCorps members may occasionally need to deploy to an affected area (in-state or out-of-state) to participate in response or recovery operations for up to 60 days. During this time, service hours spent in response to that event may be counted towards the total required member hours of a given member. Any given member will spend no more than 120 days on disaster related activities in a given member year without the prior consent of CNCS unless otherwise specified in the program's approved grant and program design (in the case of programs with a Disaster focus area).*

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*All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.*

*AmeriCorps is available to all, without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, or veteran status.*

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