WACC AmeriCorps VISTA Position Description

Host Site Name: Western Washington University
Department: Office of Sustainability
Position Title: Feeding Western Program Coordinator
Project Title: Feeding Western
Project Supervisor: Seth Vidaña

Position Summary:
This position will be responsible for creating and maintaining a program aimed at alleviating hunger on Western’s campus. The primary venue for execution of this program will be an on-campus food pantry. Program will be formulated in concert with campus stakeholders, including primarily the needs of food insecure student populations.

Major responsibilities and activities:

Program Development
The Program Coordinator will be responsible for development of the Feeding Western program and food pantry. Responsibilities include:

- Research best practices for serving student food insecure populations using information from campuses and food banks nationally, including research completed at Western
- Interview stakeholders on and off campus to understand the nature of food insecurity at Western
- Develop guidelines for operations of the pantry including food safety, confidentiality, and working with at risk populations
- Work with campus stakeholders to create a physical location for the pantry than can serve the needs of student populations
- Maintain current knowledge of local food issues

Pantry Operations Coordination
The Program Coordinator oversees operations of the pantry. Responsibilities include:

- Insure that food safety guidelines are followed by everyone working in, serving or using the pantry
- Oversee staff and advise volunteers and all other persons working or serving the pantry
- Prepare and submit food orders from local food banks
- Facilitate deliveries from regional food bank
- Prepare and submit monthly reports to local food banks
- Maintain donation and pantry use records
- Maintain pantry operations handbook to ensure continuity of operations
- Prepare and present operations reports to position supervisor
- Respond to communication from potential volunteers, clients, and donors in a timely manner
- Work to diversify funding of services through grant writing, private donations, and other means
- Attend meetings of the fiscal sponsors and partner organizations as need be
- Ensure that pantry staff and volunteers uphold clear professional interactions with all students
- Ensure that pantry staff and volunteers maintain the highest levels of confidentiality when dealing with student information and sensitive situations
- Ensure that pantry staff and volunteers treat all persons associated with the pantry in a positive and professional manner
Volunteer Coordination
The Program Coordinator will ensure operation of the pantry through training volunteers. Responsibilities include:

- Schedule and supervise volunteers
- Maintain volunteer records and manuals
- Organize and lead volunteer training sessions

Outreach Coordination
The Program Coordinator engages the campus community and the greater Bellingham community with information on services provided by the pantry in order to best serve student populations. Responsibilities include:

- Advertise and promote food pantry project through fliers, website, and media
- Manage pantry communications through digital and print media
- Encourage and maintain partnerships with campus community

Term of service: 365 days, averaging 40 hrs. /week

Qualifications:
- Associate or Bachelor’s Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check

AmeriCorps VISTA benefits:
- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service $5,920 Education Award or $1,800 end-of-term cash award
- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site benefits include:
- Campus: Easy access to many cultural, musical, artistic and informational campus events
- Bellingham: Access to incredible natural resources and opportunities for hiking, skiing, water sports and more
- Region: Access to the metropolitan regions of Seattle and Vancouver, BC

Equal Opportunity and Non-discrimination
Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran
status in its programs or activities, including employment, admissions, and educational programs. See Western’s Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation (POL-U1600.02): http://www.wwu.edu/policies/policy1000.shtml

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.