

# Putney Foodshelf

## **FOODSHELF ENGAGEMENT COORDINATOR**

Putney Foodshelf is seeking a community-minded, independent individual, with data entry skills, as well as interest in food and kids. The summer work will include improving our data management systems, supporting general Foodshelf operations, and coordinating initiatives for youth in the community: Summer Meals, school garden, and pool pantry.

*This is an AmeriCorps position that reports to the Putney Foodshelf Executive Director. To express interest, please send a résumé and cover letter to [putneyfoodshelf@gmail.com](mailto:putneyfoodshelf@gmail.com). To fill out the AmeriCorps application, follow [this link](#). Note: the AmeriCorps application process is sponsored by Equal Heart, which is located in Texas, but this service opportunity is in Putney, Vermont.*

## **ABOUT PUTNEY FOODSHELF**

The Putney Foodshelf is a grassroots, non-profit in the village of Putney, which is a vibrant small town in southern Vermont. The mission of the Foodshelf is to provide supplemental healthy food to area people in need, and this is done through weekly **Open Hours** drive-up service, **Home Deliveries**, as well as our **Food4Kids** program that focuses on feeding the youth in our community. In extension, the Foodshelf supports the Putney site of the **Summer Meals** program at the public library, which is a district-wide program supplying free bagged lunch to anyone under age 18. Food4Kids also works with the **Farm-to-School** garden program at the local elementary school, and plans to launch a **Free Snack** offering at the public pool this summer.

The Putney Foodshelf has doubled the number of people we serve over the past year. Current service includes 90+ households a week through Open Hours and Home Deliveries, plus 120 kids through the Food4Kids program. An energetic team of volunteers, devoted board of directors, and supportive community have made it possible to meet the increased need during the pandemic. This AmeriCorps position will help us integrate new systems that have emerged from this period of growth and support new summer youth initiatives.

## ***Specific Duties and Responsibilities***

## **SUMMER MEALS SITE SUPERVISION & VOLUNTEER COORDINATION**

- Overseeing the Putney Summer Meals site. This is located at the public library under a tent, 5 days/week;
- Recruiting and coordinating volunteers for the Summer Meal site (5-10 volunteers);
- Coordinating the receiving and distribution of kids' lunches;
- Collaborating with community partners to bring extra offerings (such as Food4Kids bags, library craft kits, extra produce, etc.).

### **DONOR AND DONATION DATABASE IMPROVEMENTS**

- Helping us transition to a new donor management system;
- Checking for accuracy and completeness of data;
- Inputting missing data and bringing the donor contact list up-to-date;
- Improving the in-kind donation log system.

### **FOODSHELF OPERATIONAL SUPPORT**

- Supporting weekly Saturday Open Hours;
- Supporting the team receiving and organizing the weekly food delivery;
- Onsite coordinating of bag packing and distribution for Home Deliveries;
- Providing support with volunteer scheduling and communications.

### **NEW SUMMER YOUTH INITIATIVES**

- Working with the Food4Kids program to re-establish the garden at the local elementary school, in connection with the Farm-to-School program;
- Supporting the Food4Kids' free snack & pantry at the Putney Pool;

### **OTHER POTENTIAL TASKS** (as time allows)

- Supporting Meals on Wheels and other occasional food-related programming throughout the summer at Putney Community Cares, a partner organization;
- Technical/data support: Helping to develop and launch an online ordering system;
- Event preparation: preparing for the September food drive.

### **REQUIRED ATTRIBUTES/EXPERIENCE/INTERESTS**

- Friendly, respectful, and positive attitude when interacting with the public, kids, and people from diverse backgrounds;
- Attention to detail and accuracy when doing data-entry work;
- Strong coordination and organizational skills;

- Ability to work both independently and as part of a team;
- Willingness to do a combination of indoor and outdoor work in varied weather conditions;
- Ability to lift a minimum of 30 pounds;
- Willingness to follow the Foodshelf's COVID-19 protocols.

### **PREFERRED ATTRIBUTES/EXPERIENCE/INTERESTS**

- Passion for food justice;
- Experience coordinating volunteers;
- Experience with Excel, Google Sheets, Little Green Light or another donor management system a big plus;
- Gardening or small-scale vegetable farming experience a plus;
- Critical thinking, creativity, and innovative ideas for increasing dignity and equity in food access / anti-hunger work;
- Full vaccination completed for COVID-19;
- A laptop computer is helpful but not essential.

*We believe that employees from diverse backgrounds are integral to achieving our goals. Putney Foodshelf is an Equal Opportunity Employer, and all candidates who meet the qualification requirements are encouraged to apply. We do not discriminate on the basis of race, color, gender, religion, ethnic or national origin, citizenship, age, disability, marital status, or sexual orientation.*

**To be considered please email a résumé and cover letter expressing your interest to [putneyfoodshelf@gmail.com](mailto:putneyfoodshelf@gmail.com).**