



**Ingham County Health Department AmeriCorps State Program
Full Time Position Description**



Position Title:	Food & Fitness Education Coordinator	Host Site:	Allen Neighborhood Center
Position Type:	Full time, 1,700 hours/year	Site Supervisor:	Denise Paquette
Stipend:	\$12,630/year	Dates of Service:	Oct. 15, 2018 – Sept. 25, 2019

Position Description

Organization Information: Established in 1999, Allen Neighborhood Center (ANC) is a non-profit hub for neighborhood revitalization. Signature projects include the Hunter Park GardenHouse and Allen Farmers Market. These programs have emerged from ANC’s inclusive neighborhood forums, designed to address emerging issues, (e.g., food security and food access), and ensure the development of pioneering, resident-driven strategies for community improvement. For more info, visit: www.allenneighborhoodcenter.org

Role and Responsibilities:

Our Food and Fitness Education Coordinator will:

- Coordinate the Market Walk/Market Moves program, including recruitment, on-site supervision of Market Walk interns, tracking and monitoring of mileage/exercise, and preparation of all reports.
- Promote food and fitness offerings through social and neighborhood media and via diverse outreach efforts.
- Link neighbors and visitors to the Outreach office (or Outreach events) to ANC food and fitness programs and enroll qualified adults in allowable food assistance options.
- Participate in ICHD AmeriCorps Program-wide data reporting system with program required survey questions.

Minimum Qualification:

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Agree to and pass the following checks: State of Michigan background check, DHS Central Registry Clearance, FBI Fingerprinting, and State & National Sex Offender Registry

Preferred Skills:

- Desire and ability to engage with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- Computer skills, excellent written and oral communication skills.
- Flexible availability required (some night and weekends)

Compensation:

Members will receive a living allowance of \$12,630 distributed bi-weekly from October 15, 2018 -September 25, 2019 and receive student loan forbearance for qualified loans. Professional development training, health, dental & vision coverage and childcare available to eligible members. Upon successful completion of service an education award in the amount of \$5,920 will be issued. Members will serve 36 hours/week. All interested candidates must be available to spend 40 hours in training the week of October 15th, submit a cover letter and resume to ICHD AmeriCorps Program Director, Andrea Villanueva at avillanueva@ingham.org no later than **July 23rd by 5pm.**