



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



<b>Position Title:</b>	Volunteer & Pantry Coordinator	<b>Host Site:</b>	Allen Neighborhood Center
<b>Position Type:</b>	Full time, 900 hours/year	<b>Site Supervisor:</b>	Julia Kramer
<b>Stipend:</b>	\$6,400/year	<b>Dates of Service:</b>	March 2019 – 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](http://www.allenneighborhoodcenter.org)

**Role and Responsibilities:**

Our Volunteer & Pantry Coordinator will:

- Recruit, orient, and link volunteers to ANC’s food & fitness programs.
- Coordinate collection, preparation, and distribution of food donations by Breadbasket Pantry volunteers.
- Support approved Market-related activities, e.g. promotion, volunteer coordination, scheduling of special guests to contribute to education, community resources and entertainment.
- Develop and implement volunteer retention strategies
- Maintain relations with local neighborhood groups, faith-based and service organizations, MSU, LCC, United Way, and others that are sources of volunteers.
- Coordinate volunteer record-keeping by maintaining volunteer time sheets, goals, contact and service information up to date and on file.
- 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 \$6,400 distributed bi-weekly from March 2019 -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 \$2,960 will be issued. Members will serve 36 hours/week. All interested candidates must submit a cover letter and resume to ICHD AmeriCorps Program Director, Andrea Villanueva at [avillanueva@ingham.org](mailto:avillanueva@ingham.org)