*Community Crops provides equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, age, disability, religion, sexual orientation, or any other improper criterion.*

*All AmeriCorps members have the right to request a reasonable accommodation in order to perform the essential functions of their position. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request a reasonable accommodation, please contact: Ben McShane-Jewell, Executive Director, 402-474-9802 or* [*ben@communitycrops.org*](mailto:ben@communitycrops.org)

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| **Position Title and Information** | **Full-time Volunteer Coordinator AmeriCorps Member**  Members serve a minimum of 1,700 hours, or an average of 35 hours per week. The term of service is eleven and a half months: September 1, 2017 through August 15, 2018. |
| **Immediate Supervisor Information:** | Ben McShane-Jewell  Executive Director  [ben@communitycrops.org](mailto:ben@communitycrops.org) or 402-474-9802 |
| **Location(s)** where service will be performed | Community Crops office and community garden sites in Lincoln:   |  |  | | --- | --- | | Antelope | 3645 Sumner St | | Peter Pan Park | 30th & W | | Southern Heights Food Forest | 5750 S 40th St | | Rosemont | 2600 N 70th St | | Northeast United Church of Christ | 6200 Adams St | | Southminster | 1550 Otoe Street | | 14th & Hudson | 2150 S 14th St | | 18th & F | 840 S 18th St | | Oak Lake Church | 3300 N 1st St | | 1st & L | 335 S 1st St | | Newman Church | 2300 S St | | 46th & Pioneers | 4618 Pioneers Blvd | |
| **Service Position Summary (Main Purpose of this Position):** | The member will be responsible for recruiting and coordinating volunteers for the organization, matching individuals and groups to appropriate volunteer opportunities and tracking volunteer effort. This member will also assist with promotion of community and youth garden programs in low-income communities and engage closely with partners, families and residents to provide the necessary resources and knowledge to raise healthy food and create a healthier community. |
| **Essential Functions of Position:** | Members serve a minimum of 1,700 hours, or an average of 35 hours per week. The term of service is eleven and a half months: September 1, 2017 through August 15, 2018.  The member will, in collaboration with staff, identify tasks that requires volunteer support, recruit and train volunteers for the community and youth garden programs, supervise volunteers and provide support at all volunteer events, keep updated records on volunteers and their activities, and evaluate and recognize volunteers' activities. As needed, the member will assist with maintenance of the community gardens, including fall clean up and spring opening, solicit donations for garden supplies, and help with classes and educational events. In addition, Members will promote Community Crops and AmeriCorps to local groups and individuals through presentations, booths and marketing information, to develop new community partnerships that will support the Community Garden Program.   1. **Performance Criteria** 2. Performance as an AmeriCorps Member  * Serve productively and effectively across service environments and adhere to program policies and procedures * Meet monthly service hour benchmarks * Demonstrate the ability to balance service activities  1. Teamwork with colleagues in the office and other events  * Demonstrate professional behavior (aware of voice level, confidentiality, and constructive conversations) * Demonstrate the ability to be flexible and serve cooperatively * Demonstrate the ability to communicate effectively to resolve conflicts  1. Performance as a Garden Volunteer AmeriCorps Member  * Implement all aspects of the position proficiently * Maintain electronic records accurately * Maintain paper records accurately  1. Professional Conduct  * Maintain a professional appearance and wear the AmeriCorps logo daily (name tag) * Complete and submit weekly time sheets by Monday at 10:00am   5. Additional Responsibilities   * Serve through the end of the contract period, regardless of the number of service hours accrued |
| **Marginal Functions of Position:** | Members may be required to perform other position-related instructions within the scope of their normal service activities, as requested by their supervisor, in alignment with the terms and conditions of the AmeriCorps grant, and subject to reasonable accommodation. |
| **Principal Service Relationships:** | Conduct self in a professional, ethical manner, and respond appropriately in a courteous and respectful manner to all fellow members, Crops staff, volunteers and participants. |
| **Knowledge, Skills, and Abilities:** | Members should have experience gardening, especially with organic vegetable growing. They should have experience interacting with volunteers and youth, as well as experience volunteering. Members must be able to read and write proficiently in English and communicate effectively with all fellow members in both verbal and written correspondence. Members should possess basic computer skills and accurate record keeping abilities and be able to serve up to 35 hours per week and have a good driving record. |
| **Academic, Training and Experience Qualifications:** | None |
| **Service Conditions:** | Members will serve outside in all weather conditions doing garden tasks, as well as inside at the Community Crops office. Members will need to be flexible due to changing schedules based on events or weather. |
| **Physical, Emotional, and Intellectual Demands:** | Physical demands will include performing tasks both in office and garden settings, in varying weather conditions. Members must be able to lift objects weighing 30 pounds on an occasional basis. Emotional demands require that members interact well with all fellow members, and staff. Members must be able to maintain professionalism in an environment that includes varying perspectives and diverse personalities. Must have a strong commitment to volunteerism and community service. Intellectual demands require that members can creatively implement their position and balance multiple demands. |
| **Equipment Used:** | Office equipment and hand garden tools, with occasional use of power tools after training. |
| **Special conditions of service**: | Must be a U.S. Citizen or be a permanent resident. Members have occasional access to a vulnerable populations (i.e., young children). Enrollment in the program is contingent on the results of a National Service Criminal History Check. Members must submit to a criminal background check that includes FBI fingerprinting and national record check, National Sex Offender Registry, and state criminal background check. |

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AmeriCorps Member Signature Date Signed

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Program Director Signature Date Signed

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Supervisor Signature Date Signed