

## AmeriCorps Position Description

Intermountain AmeriCorps  
620 Lewis Street  
Wenatchee, WA 98801

Chelan Douglas Community Action Council  
620 Lewis St  
Wenatchee, WA 98801

Geisha Killgore  
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CDCAC – Food Distribution Center  
1422 N. Miller Ave Ste. 2  
Wenatchee, WA 98801

Position Serves Vulnerable Populations?

☐ No ☒ Yes

**Position Title: Food Distribution Specialist**

**Days/Hours of Service:**

**Flexible with some evenings and weekends required (1-2 Saturdays per month)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	*varies
Break (1/2 hr)		11:00 AM	11:00AM	11:00 AM	11:00 AM	11:00 AM	
Exit Time		3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	*varies

### Program Description:

The mission of Chelan-Douglas Community Action Council is to end poverty by helping people and changing lives. Our purpose is to facilitate federal, state, and local resources and engage local communities and businesses in meeting the needs and interests of the economically disadvantaged.

This project will support efforts led by CDCAC to relieve hunger across Chelan and Douglas Counties.

This project will involve hands-on activities such as; receiving semi-load food deliveries, conducting inventory, preparing food boxes or other assembly process of food and non-food products for delivery to nearly 20 sites throughout Chelan and Douglas Counties. The project requires recruitment, training, and supporting other volunteers who wish to help alleviate hunger. This project will also sustain and grow established programs such as the Empty Bowls fundraiser event and Green Bags community food donation program.

### Position Description:

**Member(s) will recruit, train, and support volunteers to implement the annual Wenatchee Empty Bowls fundraising event, expand and streamline the Green Bags program, and support all areas related to food distribution. Member(s) will be involved in continuous volunteer recruitment and appreciation efforts.**

Member(s) will work in partnership with other AmeriCorps members, volunteers and staff to coordinate all aspects of the mobile food pantry including but not limited to: outreach to communities for hosting the mobile food pantry; scheduling locations and arranging details



necessary for mobile food pantry distribution; and targeted marketing to potential mobile food pantry recipients in addition to the general community.

Member(s) will prepare mobile pantry by loading dry, fresh and frozen food items and transporting the mobile pantry to various locations throughout Chelan and Douglas Counties and distributing food to residents seeking assistance. This is not a door-to-door service, but community based distribution.

Member(s) will perform outreach and build partnerships with other mobile service units to mobilize in a collaborative effort, such as health and library mobile units.

In addition, Member(s) will build food boxes for distribution at contracted pantries; will help distribute food boxes at contracted pantry sites; will help process gleaned produce for distribution; will track food distributed with mobile pantry and distribution sites and report as needed; and will identify or develop healthy meal planning/recipes and nutritional education to share with recipients of collaborating food pantries.

Member(s) will work together to **coordinate** all aspects of the **annual Wenatchee Empty Bowls project** including but not limited to: marketing and outreach to increase awareness and support of Wenatchee Empty Bowls; maintaining and growing relationships with businesses and other community members who make the event possible; soliciting cash and in-kind donations; and planning for important aspects such as community artist paintings, and a participant dinner and auction. Member(s) will track and report data related to project as needed.

Member(s) will work together to **coordinate** all aspects of the **Green Bags program** including but not limited to: marketing and outreach to increase awareness and support; maintaining and growing relationships/partnerships with businesses and other community members who will help grow community support of the program; communicate with volunteer drivers and donors and support their interests and needs. Member(s) will track and report data related to program as needed.

**The Member will begin service September 1, 2020 and will serve full-time, approximately 35-40 hours per week, at CDCAC through July 30, 2021.**

#### **Responsibilities and Related Tasks:**

- *Routinely refer to Member Service Agreement requirements.*
- Receive, package and distribute food and other essential items for mobile food pantry, the food distribution center and its partners.
- Maintain, clean, and stock the mobile food pantry.
- Drive/operate mobile food pantry truck and trailer and other agency vehicles/equipment.
- Develop, obtain and distribute information on local resources.
- Collaborate with organizations with similar missions who operate mobile service units.
- Recruit, train and support other community volunteers.
- Plan and coordinate events and projects related to food insecurity.
- Debrief and report on events.
- Maintain records of clients served and resources they were provided.
- Collect and report data as directed.
- Attend training related to food, hunger, and poverty.
- Attend training and participate in AmeriCorps team projects as expected.

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement



**Required Qualifications:**

- Driver's License (This position does not require a CDL)
- Ability to serve at multiple project site locations throughout Chelan and Douglas counties
- Approachable
- Flexible – adapts to change quickly
- Able to quickly build rapport with individuals and organizations
- Demonstrated excellent attendance
- Effective verbal, non-verbal, and written communication skills
- Effective interpersonal communication skills
- Willing to speak in front of groups
- Able to work as a team in shared office, warehouse, and mobile unit space
- Able to work independently and with minimal supervision when necessary
- Able to follow directions
- Able to regain focus after interruptions
- Able to manage time effectively to meet deadlines
- Able to organize well and pay close attention to detail
- Serves with a high level of professionalism and integrity
- Basic computer skills

**Desired Qualifications:**

- Creative and innovative
- A work-appropriate sense of humor
- Experience towing, maneuvering and parking a trailer
- Public speaking experience
- Experience in organizing and planning events
- Fundraising experience
- Advanced computer skills
- Bilingual in English and Spanish

**Training Requirements (provided by program):**

- Criminal Background check and fingerprints (results satisfactory)

I have reviewed, understand and accept the above AmeriCorps Position Description and understand that the Required Qualifications and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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**Member**  
Signature

Date

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**Program Director**  
Signature

Date