



FoodShare Berkeley County

MEMBER SERVICE DESCRIPTION

NOTE: All information included in the position description is considered a supplement to the Trident United Way job description.

Position:	AmeriCorps Family Navigator
Slot Type:	Reduced full-time 1200
Stipend Amount:	\$826.08 bi-monthly
Service Term:	August 12, 2024 to July 31, 2025
Service Hours:	Distribution Weeks: Mon, Tues, & Thursday 8:30-4:00. Wed 8:30-6:00 Non-Distribution Weeks: Mon-Thurs 8:30-4:00

Position Summary: The FoodShare AmeriCorps Member will play a vital role in supporting our organization's efforts to address food insecurity in the community. The member will work closely with our team to distribute nutritious food to individuals and families in need through the FoodShare program. This position offers a unique opportunity to make a meaningful impact on the lives of those experiencing hunger while gaining valuable experience in community service and nonprofit work.

Essential Functions:

- i. Customer In-take**
 - a. Assist customers signing up for SNAP if applicable.
 - b. Enroll customers in OneBox and Textedly applications.
 - c. Demonstrate SNAPonline enrollment process if applicable.
- ii. Community Engagement/Outreach**
 - a. Explain FoodShare program to customers in office and at community events.
 - b. Help customers with other resources related to food access needs.
 - c. Provide support for outreach opportunities in the community to build partnerships for future pickup or partner sites.
- iii. Program Tracking**
 - a. Help maintain accurate records of food inventory, distribution, and participant demographics.
 - b. Ensure all SNAP participants are following proper guidelines.
- iv. Additional Responsibilities**
 - a. Provide friendly and respectful customer service to program participants during food distribution events.
 - b. Assist in coordinating and executing food distribution, including setup, packing, cleanup, and distribution.
 - c. Support volunteers and partner organizations to ensure efficient and effective food distribution.
 - d. Help support FoodShare staff on recipe and box buildout.

v. Training Requirements:

- a. Healthy Bucks and SNAP training
- b. One Box Training
- c. SNAPonline
- d. CANVA

vi. Required Skills:

- a. Ability to lift cases of produce (50 lbs.) off a truck, onto tables or carts and carry boxes (10-20 lbs.) out to customers car.
- b. Cleaning and organizing warehouse: Sweeping, mopping, and sanitizing tables and bins.