

AMERICORPS MEMBER POSITION DESCRIPTION



FOOD PANTRY RESOURCE COORDINATOR

Member Name: TBD	Start Date: 9/25/2026
Program Name: Iowa Community Corps	End Date: 6/17/2027
Host Site: Burlington Area Community Action Center	Member Term: Three Quarter Time
Service Location: Burlington, IA	Living Allowance amt: \$16,000

Position Summary

The Iowa Community Corps AmeriCorps program is a statewide effort to strengthen communities through increased access to resources to support health and wellbeing. AmeriCorps members serve directly with local organizations to expand their ability to reach and support the people they serve, while gaining professional training to launch or grow a career in community health.

At the Burlington Area Community Action Center, the Food Pantry Resource Coordinator will serve in a role the pantry has never had before: a dedicated team member focused solely on supporting pantry operations and client needs. As demand for food continues to rise and staff capacity grows more limited, this position plays a critical part in helping the pantry serve more families with dignity, consistency, and care. Burlington Center food pantry is a vital community resource, but increasing need and limited staffing mean clients often require more individualized support than the current team can provide. This AmeriCorps member will help fill that gap by offering personalized resource navigation, strengthening pantry systems, and ensuring every client feels welcomed and supported.

Schedule: Member will serve approximately 35 hours per week, Monday through Friday, between 8am-4:30pm.

AmeriCorps Member Activities

Training & Orientation

- Participate in onboarding and orientation with agency staff
- Learn about Community Action programs, data systems, and community resource networks
- Receive mentoring and guidance from food pantry staff
- Attend relevant trainings and webinars to better support clients

Provide Resource Navigation to Food Pantry Clients

- Greet clients warmly and listen to their needs
- Complete an initial assessment to understand food and household needs
- Connect clients to additional agency programs and helpful community resources
- Stay informed about local services through networking, research, and collaboration
- Help distribute food baskets and assist clients as needed
- Provide friendly follow-up connections with returning clients
- Maintain a clean, organized, and welcoming pantry environment

Assess Food Utilization & Pantry Needs

- Create tools that help the organization better understand food needs and pantry usage
- Gather client feedback to identify gaps or opportunities for improvement
- Organize and analyze information to guide decision-making
- Share recommendations with agency leaders to strengthen food distribution systems

Plan & Lead a Food Donation Drive

- Create a timeline and plan for a community-wide food drive
- Connect with local businesses, organizations, and neighbors to encourage participation
- Design outreach materials such as flyers and donation lists
- Coordinate volunteers who collect donations and stock pantry shelves
- Provide clear communication and support throughout the drive to ensure success

Desired Skills/Qualifications:

- Ability to lift 50lbs
- Read, write, type, and communicate in English
- Comfort engaging with diverse communities
- Basic computer skills
- Interest in public health, community health, outreach
- Apply common sense to carry out instructions