

AMERICORPS MEMBER POSITION DESCRIPTION



FOOD PANTRY RESOURCE COORDINATOR

Member Name: TBD
Program Name: Iowa Community Corps
Host Site: The Salvation Army
Service Location: Burlington, IA

Start Date: 9/25/2026
End Date: 5/6/2027
Member Term: Quarter Time
Living Allowance amt: \$6,000

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.

The Salvation Army provides essential support to individuals and families through food assistance, emergency services, and programs that promote long-term stability and wellbeing. The AmeriCorps Food Pantry Resource Coordinator will strengthen these efforts by expanding the Pantry's ability to serve the community, connecting individuals to resources and supportive services, and enhancing access to nutritious, culturally appropriate food. Through this role, the AmeriCorps member will help improve the efficiency of pantry operations, reduce client wait times, preserve the dignity of client choice, and enhance the overall experience for community members experiencing food insecurity.

Schedule: Member will serve approximately 16 hours per week, between 8am-3pm on Tuesdays and Thursdays, and 8am-12pm on Fridays.

AmeriCorps Member Activities

Training and Onboarding

- Complete required safety and compliance training, including Safe From Harm, Nonviolent Crisis Intervention, Trauma-Informed Care, Mandatory Reporter certification, Bloodborne Pathogens, and food safety training required by the Food Bank.
- Learn Food Pantry operations, including intake procedures, food safety and sanitation practices, inventory organization, volunteer coordination, and documentation requirements.
- Participate in role-specific onboarding to understand workflows, client service expectations, and resource referral processes.

Service Project 1: Increase Food Security Through Client-Choice Food Pantry Services

- Screen clients for food insecurity and basic needs using approved assessment tools and supportive conversation techniques.
- Provide referrals to community resources such as SNAP, WIC, Medicaid, housing and utility assistance, transportation services, and behavioral health supports, assisting with applications when appropriate.
- Distribute health education materials and offer basic guidance on nutrition, food safety, chronic disease prevention, and wellness resources to promote long-term food security.

Service Project 2: Connect Pantry Clients with Health and Community Resources

- Engage meal program participants in conversations about available health and social services that support overall wellbeing.
- Provide educational materials focused on nutrition, hydration, chronic disease prevention, and healthy living strategies.

- Connect participants with community resources related to healthcare, food assistance, housing, transportation, and supportive services while documenting outreach and referrals.

Service Project 3: Strengthen Food Pantry Capacity Through Volunteer Engagement and Operational Improvements

- Recruit, orient, and support volunteers participating in pantry operations and assign daily tasks to ensure smooth service flow.
- Assist with inventory organization, food distribution processes, and the development or refinement of volunteer training materials and standard operating procedures.
- Track volunteer participation and identify opportunities to improve operational efficiency, expand pantry capacity, and enhance the overall client experience.

Desired Skills/Qualifications:

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| • Ability to lift 50lbs | • Demonstrated ability to handle confidentiality |
| • Read, write, type, and communicate in English | • Excellent organizational skills |
| • Basic mathematical skills | • Attention to detail |