

AMERICORPS MEMBER POSITION DESCRIPTION



COMMUNITY HEALTH AMERICORPS MEMBER

Member Name: TBD
Program Name: Iowa Community Corps
Host Site: Knock and Drop Iowa
Service Location: Des Moines, IA

Start Date: 9/25/2026
End Date: 6/17/2027
Member Term: Half Time
Living Allowance amt: \$12,000
Education Award: \$3,697.50

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.

Knock and Drop Iowa (KADI) is a multicultural, community-centered nonprofit dedicated to improving food security, expanding access to healthcare and social support, and reducing barriers faced by underserved families across Central Iowa. As the Community Health AmeriCorps Member, you'll help strengthen KADI's growing impact by supporting food distribution, resource navigation, health outreach, and youth wellness programming. You'll engage directly with households seeking support, develop tools and materials that enhance long-term capacity, and facilitate prevention-focused activities as part of the Youth Mental Health Corps—helping connect youth ages 13–24 with culturally responsive mental health information and services.

Schedule: Member will serve approximately 26 hours per week, Monday, Thursday, and Friday, between 10am-2:30pm, and Tuesday- Wednesday, 10am-6:30pm.

AmeriCorps Member Activities:

Training & Onboarding

- Learn KADI's mission, programs, and community partnerships
- Receive training in culturally responsive customer service and trauma-informed communication
- Learn food pantry operations, intake procedures, confidentiality, and resource navigation
- Understand referral pathways for healthcare, housing, transportation, employment, and social services
- Complete Youth Mental Health First Aid training and review youth mental health referral protocols
- Receive training on volunteer engagement, outreach strategies, and event coordination

Expand Food Security & Resource Navigation

- Conduct pantry intake using standardized assessment tools to understand household needs
- Provide resource navigation and warm referrals to community organizations
- Assist individuals in accessing SNAP, WIC, Medicaid, healthcare providers, housing programs, transportation services, employment resources, and other supports
- Conduct follow-up contacts to determine whether referrals resulted in successful connections
- Document referrals, outcomes, and service barriers to strengthen future support

Support Community Health Outreach & Youth Wellness

- Participate in or help coordinate community health fairs, outreach events, and wellness activities
- Develop and distribute multilingual outreach materials focused on preventive health, food security, and youth wellness

- Facilitate youth wellness education on stress management, resilience, healthy coping skills, and community support resources
- Connect youth ages 13–24 to behavioral health, mentoring, educational, and community programs under staff supervision

Develop Community Education & Outreach Resources

- Create culturally responsive, multilingual educational materials that support food security, preventive health, and youth wellness initiatives
- Organize printed and digital resource packets for pantry participants and outreach events
- Update KADI's resource directory to ensure information is current and accessible
- Assist in planning and preparing materials for outreach events, health fairs, and workshops
- Recommend improvements to educational materials based on community feedback

Improve Community Resource Access

- Maintain updated multilingual resource materials covering food, healthcare, behavioral health, housing, employment, transportation, and family supports
- Organize printed and digital resource packets for staff, volunteers, and community members
- Participate in partner meetings and outreach events to stay informed about available community resources
- Track commonly requested supports and identify opportunities to strengthen resource availability for multicultural families

Desired Skills/Qualifications:

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| • Ability to lift 50lbs | • Basic computer skills |
| • Strong interpersonal and communication skills | • Interest in community health, youth wellness, and multicultural communities |
| • Comfortable working with diverse cultural backgrounds | • Bilingual or multilingual skills a plus |
| • Ability to maintain confidentiality and professionalism | |
| • Ability to work independently and collaboratively | |