



## Volunteer Coordinator at Kitchens for Good

AmeriCorps Volunteer Infrastructure Project (VIP) Fellow

**Position Title:** Volunteer Coordinator, AmeriCorps VIP Fellow

**Service Term:** September 2018 – August 2019

**Reports to:** Food Systems Coordinator

### **Position Summary:**

The VIP Fellow will increase volunteer capacity at Kitchens for Good through serving as a Volunteer Coordinator. They do this through: 1) improving systems that track, support, manage, and train volunteers; 2) recruiting one-time and skills-based volunteers; and 3) raising funds to support the development of the volunteer program. This position is a valuable opportunity to develop and apply your leadership and community organizing skills to make a lasting difference. Extensive training in volunteer management and nonprofit professional skills is offered, including the opportunity to earn a certificate in Volunteer Management.

### **About Kitchens for Good**

Kitchens for Good breaks the cycles of food waste, poverty and hunger through innovative programs in workforce training, healthy meal production, and social enterprise. Kitchens for Good's main program, "Project Launch", provides culinary job training to individuals with high barriers to employment (e.g. histories of incarceration, addiction, domestic violence, foster care). In addition to tackling issues of food waste, hunger and unemployment, Kitchens for Good operates a profitable catering and events enterprise that creates livable wage jobs for culinary graduates and generates significant profits to reinvest into social programs. Kitchens for Good is eager to expand its volunteer program and increase its impact in the community.

### **Program Overview**

Volunteer Infrastructure Project (VIP) Fellows are AmeriCorps members who build and strengthen sustainable volunteer programs in existing service organizations. VIP Fellows leave a legacy in the communities they serve by building lasting systems of volunteer engagement and management. Each VIP Fellow dedicates their service to a single Partner Site, working "behind the scenes" of service to enable volunteers to take part in meaningful service positions that meet community needs. VIP Fellows are a part of a statewide network of 120 Fellows, and are placed in small teams of 5 or more in their community who meet regularly for collaboration and training.

## **Essential AmeriCorps Duties**

- Recruit and train high-value volunteers, particularly specialized/skilled volunteers and volunteers who take on leadership roles in the organization
- Recruit and train one-time, “drop-in” volunteers for Community Cooking Days; supervise “Community Cooking Days” sessions and refine program design
  - “Community Cooking Days” is KFG’s weekly volunteer program that engages community members in preparing nutritious meals for at-risk youth
- Develop partnerships with businesses that provide support for the Kitchens for Good
- Fundraise \$2,000 through in-kind or fiscal support
- Track volunteer metrics through Salesforce data entry and analysis; revise existing systems for tracking volunteer metrics
- Record volunteer program and infrastructure development at the Kitchens for Good, utilizing a defined AmeriCorps Member Work Plan
- Serve side-by-side with volunteers to provide guidance, to better understand the clients’ needs, and to improve the volunteer experience
- Participate in all program-required trainings and development opportunities, including orientation, regular meetings with your local VIP team, two regional trainings (travel and overnight stay provided), and online trainings

## **Service Commitment**

- Full-time, eleven-month commitment serving a minimum of 1700 hours, may include some weekends (40-45 hours / week)
  - Mondays, Fridays: 8:30 – 5:00PM
  - Tuesdays, Wednesdays, Thursdays: 12:30pm-9:00pm hours

## **Areas of Responsibility**

- Positively represent VIP and Kitchens for Good in a variety of settings, including recruitment opportunities, staff meetings, trainings, and service events
- Assist with other community building activities at Kitchens for Good
- Create and maintain positive relationships with program staff
- Submit monthly Great Stories and volunteer data in the OnCorps system
- Conform to regular, timely attendance requirements at the assigned service site
- Duties take place at multiple site locales throughout California with training seminars at designated locations. Position requires occasional travel. Must be able to work indoors and outdoors, as well as some night and weekend hours
- Must meet the program essential job functions; reasonable accommodations available upon request
- Must be able to adapt to change in work environment, accept criticism and feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations work actively to resolve conflicts, and work well with others on a team
- Work independently and as a member of a team with strong organizational skills and the ability to effectively handle multiple tasks
- Possess leadership and interpersonal skills to work effectively with others
- An interest in and/or a background in the nonprofit sector and/or Kitchens for Good’s mission

**Benefits of Service**

- Annual stipend of \$15,000.00
- Education Award of \$5,730.00
- Health Benefits
- Possible student loan deferment and interest repayment
- Extensive professional development and experiential learning opportunities

**Qualifications and Characteristics**

- Must be at least 18 years of age
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database)
- Must either be a citizen, national, or lawful permanent resident alien of the United States
- Must have a valid driver's license and vehicle
- Must not have more than 3 terms of service previously with AmeriCorps State and National programs
- Organized, responsible, flexible, motivated, and professional
- Strong personal standards of excellence, ethics, and integrity
- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program's safety policies and rules
- College degree preferred

Please send resumes and cover letter to [nina@kitchensforgood.org](mailto:nina@kitchensforgood.org)