



**FOOD BANK OF CENTRAL LOUISIANA  
AMERICORPS MEMBER POSITION DESCRIPTION**



<b>Service Position Title &amp; Term</b>	AmeriCorps Member Full-Time; 1700 hours One Year Term of Service
<b>Service Location</b>	Food Bank of Central Louisiana (primary) 3223 Baldwin Avenue Alexandria, LA 71301 Additional service locations in parishes of Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn.
<b>Site Supervisor Information</b>	AmeriCorps Program 318-445-2773
<b>Program Purpose</b>	To alleviate hunger in Central Louisiana by providing access to food distribution and referral services across the eleven parishes in the Food Bank service area.
<b>Service Position Summary</b>	AmeriCorps Members will serve both individually and as a team to address food insecurity across Central Louisiana. Members will assist with food distribution; provide service referrals; and be responsible for participant intake, relationship management and record keeping.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Client intake, SNAP outreach, food distribution, service referrals. Activities take place across the 11-parish service area.</li> <li>• Client well-check calls, data entry, case management, service referrals. Activities take place in the Food Bank main office.</li> <li>• Pack food boxes and load trucks for mobile delivery. Activities take place in the Food Bank campus warehouses.</li> </ul>
<b>Knowledge, Skills, and Abilities Required</b>	<ol style="list-style-type: none"> <li>1. Ability to lift 50 pounds several times during shift.</li> <li>2. Operate a computer proficiently, ability to input data.</li> <li>3. Ability to both lead and follow; be self-directed and also take guidance/direction.</li> <li>4. Hold and demonstrate values in the following areas: a) strong work ethic, b) dependability/consistency, c) welcome/empathy, d) diversity, equity, and the ongoing processes therein, e) teamwork and unity, f) organizational and environmental sustainability, g) enthusiasm and passion, and h) perseverance, dedication, determination, and commitment.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Must have a high school diploma or GED.</li> <li>2. Experience in non-profit organizations or customer service is a plus.</li> <li>3. Applicants must undergo a National Service Criminal History Check (including criminal history and Sex Offence Registry) and a drug screening.</li> </ol>
<b>Commitment Required</b>	1700 hours over the course of a one-year service term.

<b>Orientation and Training</b>	Members are required to attend pre-service orientation and ongoing trainings throughout the course of the term of service.
<b>Service Conditions</b>	<ol style="list-style-type: none"> <li>1. Most service will be performed outdoors at different locations. Members are expected to adapt to environmental and weather conditions, including temperatures ranging from cold to hot, high humidity and precipitation.</li> <li>2. Some work is physically demanding, involving repetitive tasks, lifting heavy objects, or extended time in work areas without air conditioning.</li> <li>3. Some service will be performed indoors in offices, sitting at a desk, making phone calls, using a computer.</li> <li>4. This position will involve workday travel for service at sites across Central Louisiana.</li> <li>5. This position involves many moving pieces and learning on the spot, which will be emotionally and intellectually challenging. Members must demonstrate flexibility, persistence, compassion, civility, and commitment to service!</li> </ol>
<b>Evaluation and Reporting</b>	<ol style="list-style-type: none"> <li>1. Members will participate in weekly team meetings to discuss the program, review data, continue service learning, and review procedures and regulations as necessary.</li> <li>2. Member will enter their daily number of hours served, via electronically no less than once a week (this will directly impact receipt of living allowance).</li> <li>3. Members will receive mid-term and end-of-term evaluations.</li> <li>4. Members will participate in and contribute to program debriefing.</li> <li>5. Additional evaluations, surveys, or reports may be required by AmeriCorps, Volunteer Louisiana, or the Food Bank of Central Louisiana.</li> </ol>
<b>AmeriCorps Program Benefits</b>	<p>AmeriCorps Members receive:</p> <ol style="list-style-type: none"> <li>1. Living Allowance, distributed evenly over term of service, to cover basic expenses</li> <li>2. Education award, that can be used for student loans or future tuition costs <i>upon successful completion of term of service only</i></li> <li>3. Loan Deferment, for most federally guaranteed student loans</li> <li>4. Professional Development, transferrable skills and training</li> <li>5. Connections to employer networks after the term of service</li> <li>6. Alumni Network, to connect with others who have served</li> </ol>
<b>For More Information</b>	<p>AmeriCorps Program  Food Bank of Central Louisiana  318 445-2773  <a href="http://www.fbcenla.org">www.fbcenla.org</a></p> <p>For more information about AmeriCorps State and National Program:  <a href="https://americorps.gov/serve/fit-finder/american-corps-state-national">https://americorps.gov/serve/fit-finder/american-corps-state-national</a></p>

**Non-Discrimination and Reasonable Accommodation:** The Food Bank of Central Louisiana holds that all AmeriCorps members have the right to serve in an inclusive and equitable environment free from disrespect and discrimination based upon race, color, national origin, language, sex, age, religion, sexual orientation, disability, gender identity or expression, marital or parental status, class, military service, political affiliation, or any other inapplicable category. All members have the right to request a reasonable accommodation in order to perform the essential functions of their position.