



## AmeriCorps Position Description

AmeriCorps Member Name:

**AmeriCorps of Chelan-Douglas  
Community Action Council**  
620 Lewis St.  
Wenatchee, WA 98801

**Kristi Hills – Program Director**  
[kristih@cdcac.org](mailto:kristih@cdcac.org)  
(509) 662-6156 ext. 246

**Liz Drath- Program Coordinator**  
[lizd@cdcac.org](mailto:lizd@cdcac.org)  
(509) 662-6156 ext. 248

Chelan-Douglas Community Action Council  
620 Lewis Street  
Wenatchee, WA 98801

**Lonnie Walls – Director of Food Services**  
[lonniew@cdcac.org](mailto:lonniew@cdcac.org)  
(509) 662-6156 ext. 264  
**Andrew Stiles –FDC Coordinator**  
[andrews@cdcac.org](mailto:andrews@cdcac.org)  
(509) 662-6156 ext. 269

**Position Title:** Food Advocate/Community Market Representative

**Hours to be completed:** Minimum of 1700

**Duration of commitment:** 9/3/2024 to 7/15/2025

***Flexible schedule with some evenings and weekends required (2-3 Saturdays per month)***

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Beginning Time</b>		<b>8:00 am</b>	<b>8:00 am</b>	<b>8:00 am</b>	<b>8:00 am</b>	<b>8:00 am</b>	<b>9:00 am</b>
<b>Ending Time</b>		<b>4:30 pm</b>	<b>4:30 pm</b>	<b>4:30 pm</b>	<b>4:30 pm</b>	<b>4:30 pm</b>	<b>3:00 pm</b>

**Organization Description:**

The mission of the Chelan-Douglas Community Action Council is to end poverty by empowering people and improving lives. Our purpose is to facilitate federal, state, and local resources and engage local communities and businesses in meeting the needs and interests of the economically disadvantaged.

Since 1965 Chelan Douglas Community Action Council (CDCAC) has been helping low-income and marginalized people help themselves and each other. By supporting our neighbors with housing, utilities, education, job training, volunteering, food, family and community needs and much more. We empower individuals and families to achieve their identified level of success.

**Position Description:**

Food Advocate/Community Market Representative's role involves hands-on activities such as operating the Mobile Food Pantry and assisting in the warehouse, direct distribution of food to clients, receiving semi-load food deliveries, conducting inventory, and assisting in operations. The project requires volunteer recruitment, training, and alleviate food insecurity.

This position is good fit for anyone interested in the health and well-being of their community, nutrition, and /or food access. Member will support food pantry and mobile operations. Example: market set up, customer service, keeping produce stocked and/or operate the register. Support program efforts in the community through outreach and advocacy.

Position serves vulnerable populations?       Yes       No

Position participate in capacity building?       Yes       No

**Populations the member will directly serve:**

- Individuals and households residing in Chelan and Douglas counties experiencing food insecurity

**Responsibilities and Related Tasks:**

- Support Food Distribution Center by receiving, packaging, and distribution of food and other essential items for the Food Distribution Center (FDC) and its partners
- Attend training related to food, hunger, and poverty
- Ensure consistent operation of the Mobile Pantry at multiple sites and the Community Market
- Help organize and set up pantries (Mobile Pantry and Community Market) before distribution(s) and ensure all areas are clean, organized and welcoming
- Maintain well-organized pantries (Mobile Pantry and Community Market) by restocking shelves with donated food items and ensuring proper rotation of products
- Promote safety and cleanliness to comply with all rules, standards, and procedures
- Promote dignity and respect: recognizing the diversity of backgrounds and circumstances amongst volunteers and clients
- Drive/operate mobile food pantry truck, trailer, and other agency vehicle/equipment
- Operate forklift and electric power jacks
- Develop, obtain, and distribute information on local resources
- Maintain records of clients served and resources they were provided

*All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement*

- Collect, track, and report data related to services and outcomes as directed
- Collaborate with organizations with similar missions who operate mobile service units
- Recruit, train, and support community volunteers
- Plan and coordinate events and projects related to food insecurity
- Debrief and report on events
- Data collection (Link2Feed, Pantry SOFT , CAP 60)
- Attend training and participate in AmeriCorps team projects as expected

**Required Qualifications:**

- Driver's License (This position does not require a CDL)
- Flexible-adapts to change
- Able to routinely lift 35-50 lbs.
- Effective verbal, non-verbal, and written communication skills in English
- Able to work as a team in shared office, warehouse, and mobile unit space
- Able to work independently and with minimal supervision when necessary
- Able to manage time effectively to meet deadlines
- Reliable, motivated, and punctual
- Able to organize well and pay close attention to detail
- Data entry and basic computer skills

**Desired Qualifications:**

- Creative and innovative
- Experience towing, maneuvering, and parking a trailer
- Volunteer recruitment and management experience
- Advanced computer skills
- Bilingual in English and Spanish
- Food Safety- food handlers card

**Training Requirements (provided by program):**

- Slips, Trips and Falls training
- CPR & First Aid
- Defensive Driving training
- Forklift Operator training

I have reviewed the above Position Description. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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Program Director

Date

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AmeriCorps Member

Date

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