



WT AmeriCorps is an equal opportunity program and will consider all applicants without regard to race, color, religion, sex, age, disability, national origin or veteran status. All AmeriCorps Members have the right to request reasonable accommodations in order to perform the essential functions of their position. Reasonable accommodation may be provided upon request. If you are a person with a disability and you would like to request reasonable accommodation, please contact: Misty Rueda, Director, 806-651-2247 or mrueda@wtamu.edu.

<p>Service Position Title and Type:</p>	<p>WT AmeriCorps Senior Hunger Advocate [Fill in dates of service: mm/dd/yyyy – mm/dd/yyyy] Full Time- 1700 Hours (FALL ONLY) _____ Three Quarter Time – 1200 Hours (FALL ONLY) _____ Half Time – 900 Hours (FALL ONLY) <u>9/1/2023 – 8/15/2024</u> _____ Quarter Time - 450 Hours _____ Minimum Time- 300 Hours _____ Abbreviated Time- 100 Hours _____</p>
<p>Immediate Supervisor Information:</p>	<p>Reports to one WT AmeriCorps Staff Supervisor based on service location AmeriCorps Staff Supervisors: Partner Site Supervisor: Alison Cuellar, Member Manager Name: <u>Jessica Tudyk</u> Phone Number: (806) 651-2263 Phone: <u>806-379-9400</u> Email: acuellar@wtamu.edu Email: <u>jessica@bivinsfoundation.org</u> <u>May also Report To:</u> Laura Seals, Assistant Director Director, Misty Rueda Phone Number: (806) 651-2951 Phone Number: 806-651-2247 Email: lseals@wtamu.edu Email: mrueda@wtamu.edu</p>
<p>Member Service Site Location(s):</p>	<p>Service Site, Primary: <u>Bivins Village 3201 Tee Anchor Blvd Amarillo, TX 79104</u> Service Site, Secondary (if applicable): <u>Bivins Foundation 2311 W 16th Ave Amarillo, TX 79102</u> Service Site, Other (if applicable): _____ Note: Site placement can change during the course of the service year, based on Program priorities, member availability, or in order to accommodate a member’s need to complete hours. It may also change in the event of a member’s reasonable accommodation request as necessary. Change of site is at the Program’s discretion though any change will be discussed with the Member prior to finalization.</p>
<p>Service Position Summary:</p>	<p>WT AmeriCorps members serve in a variety of settings across the Texas High Plains, including community-based nonprofits, K-12 schools, local government, colleges and universities, and faith-based organizations. Service is focused on building individual and community resilience and improving access to opportunity through education, economic opportunity, healthy futures, and environmental stewardship.</p>



	<p>WT AmeriCorps members primarily serve under-resourced and rural communities across the Texas Panhandle. Members provide targeted services that will contribute to one or more of the following: improving education outcomes; investment in a skilled local workforce; enhancing economic opportunity and vitality; improving systems alignment; improving individual and community well-being; and enhancing community resilience and vibrancy. All service is based on a foundation of leadership, engagement, investment, and inclusion.</p> <p>As a representative of AmeriCorps, Members also participate in larger projects and service days that focus on strengthening communities, encouraging responsibility, and expanding opportunity for residents in the Texas Panhandle.</p>
<p>Essential Functions of Position:</p>	<p>Members are placed with a Partner host site to support their service location and expand the capacity of civic and community organizations.</p> <p>Primary Activities for All Members:</p> <ul style="list-style-type: none"> ▪ Understand the needs of beneficiaries and the mission and activities of the Partner host site, working with a Partner site supervisor for support and guidance. ▪ Support preliminary assessment of organizational capacity and service (scale/scope/reach), through support and guidance of the Partner site supervisor. ▪ Support post- assessment of organizational capacity and service. ▪ Evaluate and track progress of service, programs, and/or beneficiaries through database and assists with recruitment of volunteers and new participants. ▪ Connect community members (beneficiaries) and/or families to resources in the community related to needs and challenges identified with site supervisor ▪ Develop communication resources appropriate for partner site at request of supervisor ▪ Support Partner site with development or enhancement of the scale, reach, and/or scope of programs, services, and activities to meet identified community needs. ▪ Learn about local and regional needs in addition to resources to address those needs. ▪ Support efforts of Partner site and community to address challenges in the region through communities of practice and other initiatives. <p>Essential duties include: --</p> <p>Support the work of Bivins Village and the Mary E. Bivins Foundation to expand its impact and effectiveness in the community, particularly in the area of healthy futures (addressing food insecurity, preventing homelessness, educational activities on health and nutrition, mentoring/counseling, helping elderly age in place, and support for immigrants and refugees).</p> <ul style="list-style-type: none"> ▪ Essential duties list – <p>(1) Coordinate efforts to address food insecurity among residents of Bivins Village</p> <ul style="list-style-type: none"> • Assist with the operation of the Bivins Market to include (1) unload, shelve, stock, and store food deliveries; (2) maintain and manage food inventory and pantry storage space; (3) assist and support Bivins Village residents (i.e. clients) by helping with orders and assisting with order pick up; (4) enter orders and pack orders; (5) help measure the success of the program (through process and impact evaluation); (5) communicate about the program (e.g. design fliers with dates for ordering, templates for communications about the program, etc.); and (6) work with site supervisor to continue to refine the structure of the program.

- Create a program guide for how to start and implement this type of program at other locations to address food insecurity among older adults.
- Assist with the implementation of the FoodNET program to include (1) signing up new participants; (2) managing sign-in for food; and (3) ensuring paperwork is up to date.
- Disseminate information regarding other food resources in the community accessible to Bivins Village residents.

(2) Participate in efforts to address food insecurity among older adults living in the Texas Panhandle

- Help plan and coordinate meetings regarding food insecurity.
- Create and deliver presentation and about food insecurity.
- Support the Foundation in designing next steps to help address hunger and food insecurity among older adults in the Texas Panhandle.
- Help collect county-specific information to help individuals and organizations working to address hunger and food insecurity among older adults at a local level.
- Help create a resource directory for food insecure adults.
- Create, administer, and/or report on surveys regarding food insecurity.
- Research and understand hunger and food insecurity among older adults in the Texas Panhandle in order to create a customizable needs statement, suitable for grant applications.

Unallowable, Prohibited, and Restricted Activities:

- This role is subject to the guidelines of AmeriCorps prohibited and unallowable activities, including (but not limited to) the *prohibition against providing direct benefit to a business organized for profit.* (45 CFR §2520.65)
- This role is subject to guidelines and requirements related to duplication or displacement of staff. (45 CFR §2540.100 (e) – (f))
- This role is subject to AmeriCorps program restrictions on fundraising and may not participate in fundraising activities of the partner site without express permission of WT AmeriCorps.

Training and Development:

- Members are required to participate in WT AmeriCorps and service site orientations, pre-service training and other relevant training sessions throughout their time of service
- Members will receive and are required to complete training on the following:
 - WT AmeriCorps orientation including AmeriCorps 101 and Prohibited and Unallowable Activities
 - Service Site Orientation and site specific training
 - WTAMU HR required trainings which may include A&M System Orientation, Clery Act, Title IX, FERPA, Information Security Awareness, Hazard Communication, Export Controls & Embargo, Ethics & Fraud, Creating a Discrimination Free Workplace, Basic Safety (OSHA), and Child Protection
 - General Program training on service role/responsibilities and activities, capacity building, community and organizational resources, civic engagement, and other relevant topics



	<ul style="list-style-type: none"> - Data collection and management - data collection protocols, software use, data tracking, performance measures, and reports - Electronic timekeeping and timesheet submission - Program policies and procedures including Program Code of Conduct, Disability Inclusion, and Drug Free Policy as well as applicable laws and regulations - Disaster Preparedness and Recovery - Professional Development <p>Other Service:</p> <ul style="list-style-type: none"> ▪ Engage with staff, administrators, other AmeriCorps members, community partners and others to connect and promote equity, learning, engagement, investment in service, and creating opportunity. <p>Service as an AmeriCorps Member:</p> <ul style="list-style-type: none"> ▪ Maintain a professional appearance and wear the AmeriCorps logo each day while serving (program name tag and uniform), follow site-specific dress code policies. ▪ All AmeriCorps Members are required to attend national service events and projects. One (1) service day is required for a member serving in the summer. Full year members are required to attend three (3) service days, including MLK Day and occasional weekend service projects (virtual service projects may be available, prior approval is required). <p>Teleservice activities:</p> <ul style="list-style-type: none"> ▪ In case of inclement weather, public health and safety concerns, reasonable accommodation, or similar, teleservice (virtual service) may be offered or required. Examples of teleservice activities include: <ul style="list-style-type: none"> - Contribute towards the development of online & print program content. - Review program data and complete data collection as needed - Research and complete host-site assessment activities at the direction of site or AmeriCorps staff - Video conference with site supervisor or other relevant persons for planning, supervision, or specific service delivery (prior approval required)
<p>Marginal Functions of Position:</p>	<p>Marginal duties include:</p> <ul style="list-style-type: none"> ▪ Assist with service site and/or community events that fall within the parameters of service and do not fall under “unallowable and prohibited activities” according to the federal government, as long as these activities are within the AmeriCorps guidelines and do not take excessive time away from the essential functions of the Member service position.
<p>Principal Working Relationships:</p>	<p>Members serve closely with fellow Members, Program staff, partner site personnel, community partners, and volunteers. Member must conduct self in a professional, ethical manner, and respond appropriately in a courteous and respectful manner.</p>
<p>Knowledge, Skills, and Abilities:</p>	<ul style="list-style-type: none"> ▪ Members must be able to take initiative and ownership in their service. ▪ Listen and communicate openly and skillfully. ▪ Ability to synthesize information and communicate effectively and tactfully in both verbal and written correspondence to fellow Members, supervisors, Program staff, and community partners. ▪ Able to serve up to applicant’s service hour requirement as designated in the benchmark calendar.



	<ul style="list-style-type: none"> ▪ Have a passion for and dedication to service, community, building equity and opportunity, civic engagement, and teamwork. ▪ Exhibit a strong work ethic with consistent attendance, time management, and reliability. ▪ Maintain confidentiality. ▪ Ability to work with diverse perspectives and backgrounds as well as operate well independently and in a team setting. ▪ Employ sound judgment, critical thinking, problem-solving, flexibility, integrity, adaptability, and openness. <p>Additional Teleservice Qualifications:</p> <ul style="list-style-type: none"> - Serve independently and remotely.
<p>Academic, Training and Experience Qualifications:</p>	<p>Hold a high school diploma, or equivalent (or provide documentation of working toward GED or HS diploma). Some service sites require that members have completed at least 1 semester of postsecondary education, training, or equivalent (post-high school).</p> <p>Other site-specific qualifications/requirements:</p> <p>Strong command of English required Conversational Spanish helpful but not required</p>
<p>Service Conditions:</p>	<p>Service will be performed at assigned partner sites. Members may need to alternate between Partner sites within the region and travel between assigned service locations in the area. Service may need to be performed through technology and telecommunication in the event of inclement weather, health emergency, or other reason (see Other Items below).</p> <p>Some service may be required in the evening and/or on weekends.</p>
<p>Physical, Emotional, and Intellectual Demands:</p>	<ul style="list-style-type: none"> ▪ Physical demands: Working on your feet and/or sitting for extended periods of time. Sometimes sitting with intermittent and brief periods of physical activity. Must be able to physically maneuver within and around pantry including walking, bending, picking up, pushing, moving equipment, and must be able to lift and maneuver at least 25 pounds. Must be able to navigate step ladder to reach the top shelf. ▪ Emotional demands require that Members work well with fellow Members, site staff, clients, faculty, program administrators, community members, partner organizations, and other relevant persons. Members must maintain professionalism and appropriate boundaries in a work environment that includes varying perspectives and diverse personalities. ▪ Intellectual demands require that Members use sound judgment, critical thinking, follow policies and procedures, perform continual research on relevant topics, and communicate effectively. Members will need to synthesize facts/information from research and data and assess needs.
<p>Equipment Used:</p>	<p>Computer/laptop/iPad, phone, internet, webcam</p>



Special conditions of service:	<p>Must be a U.S. Citizen, U.S. National or a lawful permanent resident. Members may have ongoing access to vulnerable populations (i.e., minors). Enrollment in the program is contingent on the results of a National Service Criminal History Check. Members must submit to a criminal background check that includes FBI fingerprinting and national records check, National Sex Offender Registry, and state criminal background check.</p> <p>In the event of a local, state, or federal disaster declaration, AmeriCorps Members may be asked on a volunteer basis or be required by OneStar or WT AmeriCorps to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the Member’s standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps Members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.</p>
Other Items:	<p>In the event that a significant health event (i.e., COVID-19, influenza epidemic) or inclement weather impacts the ability of Members to implement in-person service activities, Members will conduct aligned teleservice activities. AmeriCorps defines Teleservice as: “meaningfully serving or participating in training from a remote location where a host site supervisor is unable to physically be present but will verify hours served by an AmeriCorps Member.” Members will continue to perform essential functions in an accommodated manner stated in the organization's contingency plan.</p> <p>Member safety is important to WT AmeriCorps and all host sites. If a Member is uncomfortable serving due to an epidemic/pandemic (i.e., COVID-19), severe weather, or similar circumstance, they should reach out to their WT AmeriCorps Member Manager for accommodations. All Members will be provided Personal Protective Equipment (PPE) for in-person service when local or federal health guidelines recommend use for in-person service.</p>

AmeriCorps Member Signature

Date Signed

WT AmeriCorps Staff Signature

Date Signed

Partner Supervisor Signature

Date Signed