



## FLIPANY AmeriCorps Job Posting

FLIPANY-AmeriCorps is hiring dedicated and community oriented individuals to serve as Summer Food Service Program AmeriCorps Members. This position will be centrally located within the Broward office with travel to various locations throughout Miami Dade and Broward County area where FLIPANY provides summer meal service to afterschool and summer camp programs. Individuals will be responsible for conducting initial and pre-operational sites visits, completing site reports/documentation, facilitating and coordinating pickup of program materials, and assisting with agency trainings. The Candidate must be highly motivated, provide superior customer service, and able to work with diverse populations while positively promoting FLIPANY and its' program services.

### Responsibilities

- Monitor a caseload of 15-20 sites; coordinate and schedule 3-4 review visits a week to out of school sites where snacks/suppers are delivered.
- Evaluate paperwork filled out by sites and provide feedback/technical assistance on correct protocols to site staff
- Provide (snack only) sites with information about suppers/lunches and determine any barriers to receiving suppers.
- Maintain all program materials, inventory, procedures guides and files for site caseload.
- Participate in planning and execution of nutrition education lessons and activities for site staff, children and families.
- Call sites to ensure paperwork is filled out correctly and snacks are being received and distributed correctly.
- Prepare program spreadsheets and reports as per the direction of the Program Manager.
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers

### Key Attributes:

- Excellent verbal and written communication skills
- Ability to work with diverse populations
- Ability to work independently and/or in a team dynamic with high motivation
- Demonstrate outstanding interpersonal and organizational skills
- Strong work ethic and integrity
- Self-motivated, detail oriented, and highly-organized
- Positive attitude with capability to work well under pressure
- Proficient in Microsoft Office
- Ability to pass a background screening
- Reliable transportation and a Valid Driver's License
- Ability to represent FLIPANY in a professional manner

### Requirements:

- Must be 18 years of age
- Ability to withstand varying temperatures and/or weather (where necessary)
- Willing to work within the community where close contact may be required

**Benefits:**

- \$2,800 Living Allowance broken down into bi-weekly payments (on behalf of AmeriCorps)
- \$1311 Education Award paid at the end of term and can be used for existing student loans or future education expenses like tuition and books.
- FLIPANY may provide an additional stipend/bonus for qualified applicants
- Increased experience in administrative and organizational tasks

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*All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.*

*AmeriCorps is available to all, without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, or veteran status.*