



FLIPANY AmeriCorps Job Posting

FLIPANY-AmeriCorps is hiring dedicated and community-oriented individuals to serve as Summer Food Service Coordinator AmeriCorps Members. A hybrid position, work assignments will be located throughout Greater Palm Beach County and/or will serve the community through our mobile meal program in the Belle Glades area, nutrition education classes and/or pop-up summer camp enrichment program. Individuals will be responsible for receiving and distributing summer meals, completing required paperwork, facilitating, and coordinating daily physical fitness and/or enrichment activities; and performing neighborhood outreach or canvassing to children within the designated areas. The Candidate must work well with children, provide superior customer service and work within a team dynamic to positively promote FLIPANY and its' program services.

Responsibilities

- Act as Food Service Coordinator responsible for day-to-day operation, accounting, and distribution of meals via mobile meal program
- Work with FLIPANY and community partners to identify; coordinate, and develop enrichment activities to include, substance abuse prevention and literacy;
- Develop and implement AmeriCorps Summer VISTA activities in coordination with the mobile meal program;
- Assist with coordination and oversight of daily activities for delivery of meals;
- Assist with coordination and facilitation of nutrition education classes and/or pop-up summer camp enrichment program activities;
- Facilitate daily physical fitness and/or enrichment activities in alignment with program curriculum;
- Identify, coordinate, and distribute program materials and supplies;
- Conduct community outreach and neighborhood canvassing to increase awareness of FLIPANY's mobile meal program;
- Develop educational and/or informational materials for year-round usage and project activities; and
- Use local media resource and/or partnerships to increase awareness of both the hunger that exists in Palm Beach County and the Hunger Relief Plan

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

**Preference will be given to candidates with a background in education and/or health and wellness*

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.