

## Iowa Emergency Response Corps Position Description

### DISTRIBUTION AMERICORPS – PART TIME

**TERM OF SERVICE:** AmeriCorps members will serve 450 hours over the course of 12 weeks or more. Part-time terms can be arranged if both the member and the host site agree.

**PRIMARY DUTIES & RESPONSIBILITIES:** AmeriCorps members deliver support to meet the basic needs of Iowans, lending a hand to organizations that are experiencing challenges due to COVID-19. AmeriCorps members can help address food insecurity, support independent living needs, manage volunteers, or provide other supports that help address the challenges facing communities and citizens with the implication of COVID-19.

Helping move food into the hands of families in need through our partner agencies and mobile pantry programs. Distribution Americorps will use inventory sheets to place correct quantities of items from warehouse racking onto a pallet for delivery or pick up. This position requires volunteers to drive cargo vans filled with food and hand unload or load food and/or supplies for pick up or drop off. A good driving record and lifting of boxes up to 50 pounds is required.

#### AMERICORPS MEMBER MUST HAVE:

- Experience driving large cargo vans
- Literacy and numeracy skills
- Attention to detail
- Able to work in cold or hot temperatures
- Ability to learn and use forklifts & pallet jacks
- Willingness and ability to work as a team member, provide support, communicate clearly, ask for guidance when needed, and admit mistakes
- Ability to handle responsibility, make decisions and problem-solve in the moment
- Emotional maturity, situational awareness, and comfort taking broad direction
- Flexibility and capacity to take initiative
- Willingness and ability to assist in maintaining a clean, healthy environment
- Ability to set healthy boundaries with others
- Ability to maintain confidentiality
- Experience with diverse populations with complex needs
- Able to stand, move, bend, and lift 50 lbs.
- Comfort interacting with strangers
- Able to commit to Food Bank of Iowa's mission, vision, and values

#### HIRING SPECIFICATIONS:

- Must be 18 years of age or older by start date
- Must have at least a high school diploma or recognized equivalent by start date
- Must be either a citizen, national, or lawful permanent resident alien of the United States
- Must pass mandatory pre-service background checks

**MEMBER BENEFITS:** The AmeriCorps member will receive the following benefits.

- Training and professional development related to the knowledge and skills required for the mission they are serving, as well as other professional skills and information related to their service and the community they serve.
- A living allowance of \$3,900 for completing 450 hours of service. The living allowance will be divided evenly across the term of service. Members will receive payment every other week and will be paid via direct deposit unless the member provides a written request and explanation for an exemption.
- Upon successful completion of the term of service, the member will receive a Segal Education Award worth \$1,638.89 from the National Service Trust. AmeriCorps members age 55 or older (at the start of service) can transfer the award to a child or grandchild.
- Student loan deferment, forbearance or forgiveness opportunities are available depending on the type of student loan. The member is responsible to obtain information about whether their loan(s) qualify for this benefit. This is not an automatic benefit of the program.
- Childcare assistance, if needed.