



# Position Announcement

## Community Nutrition Volunteer Coordinator VISTA

### **AmeriCorps VISTA and Second Harvest of Silicon Valley Partner Together**

The Community Nutrition Volunteer Coordinator VISTA position is a year-long position through the Anti-Hunger Corps, an AmeriCorps VISTA project sponsored by Hunger Free America. Visit <https://www.hungerfreeamerica.org/en-us/ameri-corps-vista> to learn more.

Second Harvest of Silicon Valley is serving as the specific host site for the Community Nutrition Volunteer Coordinator VISTA role. The Community Nutrition Volunteer Coordinator VISTA will receive a biweekly stipend and scheduled virtual trainings from Hunger Free America. Second Harvest of Silicon Valley will provide daily supervision, a work plan, and work site.

### **AmeriCorps VISTA Description, Eligibility, Compensation, and Benefits**

Volunteers in Service to America (VISTA), is a federal AmeriCorps national service program that engages people **ages 18 and older** to perform capacity building activities, over a course of a year, through private non-profit organizations and public agencies. To be eligible to apply, you must pass a national service criminal history check and hold one of the following statuses: U.S. Citizen, U.S. National, or Lawful Permanent Alien and person residing in a state as a Refugee, asylum or asylee, temporary protected status, or deferred action for childhood arrivals status.

The VISTA program provides the Community Nutrition Volunteer Coordinator VISTA position with a **biweekly stipend of \$1,515.92 (set to increase in July 2024)**. In addition to professional development training opportunities, members are eligible for a health plan or healthcare allowance, childcare, paid personal and medical leave, and a travel reimbursement stipend for those who travel more than 50 miles to their site. After successful completion of a full term of service, members can choose to receive a Segal AmeriCorps Education Award (approx. \$6,895) or post-service stipend (approx. \$1,800). Visit [americorps.gov](http://americorps.gov) for additional information.

### **About Second Harvest of Silicon Valley**

Founded in 1974, Second Harvest of Silicon Valley is one of the largest food banks in the nation and a trusted nonprofit leader in ending local hunger. The organization distributes nutritious groceries through a network of nearly 400 partners at drive-thru and walk-up sites across Santa Clara and San Mateo counties. Due to the prohibitively expensive cost of living in Silicon Valley, the economic downturn caused by the COVID-19 pandemic, and the rise in inflation, Second Harvest is now serving an average of 500,000 people every month. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is responding to the incredible amount of need in Silicon Valley, visit [shfb.org](http://shfb.org).

### **About the Position**

This position supports the development of the Health Ambassador Volunteer Program by engaging and building relationships with community members, agency partners, and community-based organizations (CBOs) to promote volunteer opportunities, recruit volunteers, and enhance program framework. Under the direction of the Nutrition Education Manager, the Community Nutrition Volunteer Coordinator VISTA takes lead and supports volunteers at outreach event activities across San Mateo County aimed to improve the health and well-being of the communities we serve.



**Curtner Center**  
750 Curtner Avenue  
San Jose, CA 95125  
408-266-8866

**Cypress Center**  
4001 North First Street  
San Jose, CA 95134  
408-266-8866

**Bing Center**  
1051 Bing Street  
San Carlos, CA 94070  
650-610-0800

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#### This job might be for you if:

- You are passionate about ending hunger in your community.
- You enjoy training and supporting volunteers and are comfortable instructing with diplomacy and sensitivity.
- You enjoy cooking and facilitating wellness presentations and conversations around food.
- You thrive in a community setting, providing health promotion and food safety resources to CBOs and to those they serve.
- You enjoy working collaboratively in a team setting as well as independently.
- You always ensure the best possible levels of client experience for community members and partners and possess conflict resolution skills.
- You genuinely enjoy people and thrive when developing positive relationships with a diverse set of partners, volunteers, and team members.

#### Responsibilities

- Gain an understanding of the objectives and goals driving the department and its Health Ambassador Program.
- Compile a database of local community groups (service organizations, colleges, existing agency partners, etc.) well-suited for volunteer recruitment.
- Promote the Health Ambassador Program with targeted community groups through diverse channels, including participation in outreach events, email/phone outreach, and posting opportunities on local volunteer job boards.
- Participate in and lead nutrition education outreach events at least 1x/week alongside current volunteers to help train, observe activities, and gather feedback, with a focus on finding ways to improve the volunteering experience for retention.
- Review volunteer recruitment materials and trainings, gather feedback from new volunteers, and collaborate on modifications to enhance effectiveness of these resources.
- Assess the current program's objectives, structure, and processes to identify areas for improvement, focusing on strategies to motivate new/current volunteers in assuming lead roles and responsibilities.
- Conduct research on practices used by other community outreach-related volunteer leadership programs to attract, grow, and retain volunteers.
- Conduct on-site observations at events and engage with volunteers to identify obstacles and challenges associated with their role and determine strategies to cultivate a more supportive, enjoyable, and recommendable experience.
- Create a toolkit/training to sustain Health Ambassador leads and Nutrition Champions as they onboard.

#### The ideal candidate will possess the following professional qualifications:

- Ability to engage and work with individuals from a variety of socioeconomic backgrounds in a culturally diverse work environment and show cultural humility and sensitivity.
- Experience working with volunteers and/or low-income families and individuals.
- Experience with community outreach or are interested in learning more about it.
- Ability to communicate clearly orally and in writing, follow established procedures, and organize and carry out activities to meet specific timelines.
- Ability to work as a team player while performing duties independently with minimum supervision.



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- Excellent written and verbal communication skills and able to effectively communicate with both individuals and groups.
- Experience with public speaking and delivering group presentations.
- Proficient in computer skills in a Windows environment and familiarity with Microsoft Office.
- Fluency in Spanish or Chinese is a plus.
- Experience in a non-profit organization is a plus.

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| <b>Reports To</b>               | Second Harvest of Silicon Valley Nutrition Education Manager   |
| <b>Location</b>                 | Second Harvest of Silicon Valley, San Carlos office, 1051 Bing Street, San Carlos, CA 94070<br><br>This is an onsite position that supports outreach events throughout San Mateo County. Non volunteer outreach event duties can be completed remotely or out of the San Carlos office. Remote work site should be within driving distance of the San Carlos office. |
| <b>Hours</b>                    | Full- Time (exempt). 40 hours/week, with some evening and weekend work as necessary.   |
| <b>Start Date and Timeframe</b> | August 12, 2024 – August 12, 2025  |

### How to Apply:

Please email cover letter and resume to Evelyn Thai, Nutrition Education Manager at Second Harvest of Silicon Valley at [ethai@shfb.org](mailto:ethai@shfb.org). Include subject line: Community Nutrition Volunteer Coordinator VISTA Applicant, Your Name.

If selected for the position, Second Harvest of Silicon Valley will coordinate with the candidate on submitting AmeriCorps VISTA application paperwork to Hunger Free America’s Anti-Hunger Corps program.

### EOE

Second Harvest is committed to being an equal opportunity AmeriCorps VISTA host site which values diversity. Under-represented groups are encouraged to apply for all positions.



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