

Local Matters

Share Our Strength's Cooking Matters® AmeriCorps National Direct Program – Cooking Matters Course Coordinator Reports to Cooking Matters Program Manager

Share Our Strength's Cooking Matters® empowers low-income families with the skills to stretch their food budgets so their children get healthy meals at home, as part of the No Kid Hungry® campaign to end childhood hunger in America. Cooking Matters serves families across the country through hands-on, six-week cooking courses; interactive grocery store tours; and mobile, online and educational tools. Participants learn to shop smarter, use nutrition information to make healthier choices, and cook delicious, affordable meals.

AmeriCorps programs provide opportunities for Americans to make an intensive commitment to service. The AmeriCorps network of local, state, and national service programs engages more than 80,000 Americans in projects around the nation each year.

Local Matters delivers critical hands-on cooking, nutrition and growing education, working with everyone from pre-schoolers to seniors, at over 80 sites throughout the city and state, supporting over 11,000 people annually, to combat chronic disease and food insecurity.

Responsibilities:

The Cooking Matters AmeriCorps member will work with Local Matters Cooking Matters staff to implement effective hands-on courses and tours teaching families at risk of hunger that healthy cooking can be delicious, enjoyable-and most important-affordable. Member responsibilities and duties may include, but are not limited to:

Program Coordination:

- Work with chefs, nutrition educators and agency/site managers to implement courses and tours using Cooking Matters core curricula and Cooking Matters at the Store curricula.
- Complete all preparations for class including, but not limited to, assembling and transporting equipment, materials, and groceries, and preparing volunteer staff.
- Complete program evaluation and other program reporting documentation as necessary.
- Participate in actively seeking out, working with, and maintaining positive relationships with agencies serving low-income clients to host Cooking Matters courses and tours.

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- Assist with the development of Cooking Matters outreach materials and handouts for Cooking Matters audience, as needed.

Volunteer Management and Training:

- Provide volunteer and Local Matters instructors with training and materials needed to teach courses and tours and make sure they follow procedures and course guidelines.
- Support and manage volunteer and Local Matters instructors during class to make sure they have all required materials and communicate key messages.
- Provide timely and consistent communications with volunteers and team members.
- Identify and participate in opportunities to recruit volunteers. Build relationships with chefs, dietitians, nutritionists and other potential volunteers to maintain enough trained instructors to reach course goals.
- Provide recognition of volunteers.
- Help with special events such as volunteer appreciation/recognition events.

Administration/Miscellaneous:

- Work with supervisor to set personal goals and follow the work plan created for the AmeriCorps National Direct Member.
- Ensure all necessary course reporting is in order in database and network resource center.
- Complete additional reporting and communications contributions as required, which may include blog posts, newsletters, photographs, and volunteer and participant story gathering.
- Submit timesheets in accordance with AmeriCorps and Share Our Strength guidelines.
- Participate in national, state and other trainings as requested – some may require travel out of state.
- Maintain a high level of working knowledge related to hunger, nutrition standards, regulations, and trends.
- Collaborate with other Local Matters programs, as necessary, to ensure high quality service to individuals within our network of agencies.

Training:

Cooking Matters AmeriCorps members are part of local and national Cooking Matters teams and take part in all associated training and activities. AmeriCorps members will receive orientation training from Share Our Strength's Cooking Matters staff as well as Lead Partner Cooking Matters staff. Members will be part of a peer network of

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AmeriCorps members from around the nation and be a part of regular training opportunities including monthly webinars and two in-person retreats.

Working Conditions:

Work is performed in a variety of office and kitchen settings inside and outside Local Matters. Member will use a computer and phone extensively. Regularly lifts, moves and carries objects of up to 50 pounds, such as food and classroom supplies. Exposure to a variety of foods in residential, community, and industrial kitchens. In a class or tour setting, may stand and work at counters and stoves for extended periods of time. Hours fluctuate with course schedules and the selected candidate will frequently work outside normal working hours such as evenings and weekends, and will drive frequently due to work performed in the community.

Qualifications:

- At least 18 years of age
- High school diploma, or GED
- Interest in nutrition and/or culinary arts
- Driver's license and good driving record
- Personal vehicle required
- Public speaking skills
- Computer skills
- Ability to balance a variety of tasks simultaneously
- Volunteer management experience preferred
- Experience working with youth and/or adults in formal and/or informal education programs
- Enrollment contingent on successful passing of criminal background search (including a FBI fingerprint-based criminal history check).
- Bilingual Spanish/English preferred, but not required
- Ability to work flexible hours

Terms and Benefits:

Full-time member term: 1700 hours of service over the course of a 12-month commitment. Start date flexible until 11/1.

The full-time member will receive a living allowance of \$12,764, a basic health plan, training, and an AmeriCorps education award of \$5,815 upon successful completion of service.

For questions about Share Our Strength's Cooking Matters AmeriCorps National Direct program, contact:

Local Matters

Ellen Damaschino, National Training Manager, at edamaschino@strength.org

To Apply:

Submit a resume and cover letter, via email, stating why you want to take part in Share Our Strength's Cooking Matters AmeriCorps program and why you are interested in the Cooking Matters AmeriCorps position to Michael Lantow, Cooking Matters Program Manager at mlantow@local-matters.org. Applications will be accepted until the position is filled.