



## **Freight House Farmers Market SNAP Assistant Member**

The FHFMS Supplemental Nutritional Assistant Program (SNAP) Assistant AmeriCorps Member will serve alongside other AmeriCorps members at the FHFMS Information Booth. They will coordinate and process the (food stamps/SNAP) cards and plastic tokens and be the information portal for customers' inquiries about the Market in general.

**TERM OF SERVICE:** September 6, 2022 – August 19, 2023

**MINIMUM HOURS OF SERVICE:** **900 hours** 18 hours a week, between 6am-2pm Saturdays, 8am-3pm on Sundays, and 2pm-9pm on Wednesdays. With Additional hours on Thursday and Friday.

**LIVING ALLOWANCE:** \$9,000.00 **EDUCATION AWARD AT COMPLETION OF SERVICE:** \$3,247.50

### **SITE SPECIFIC SERVICE ACTIVITIES:**

- Manage Market's Low-Income Access Program and Information Booth, including community outreach.
- Maintain accurate financial records for the Info Booth Program.
- Organize and ensure the care of Info Booth supplies and materials.
- Use Market's Info Booth as a central access point for overall promotion of the market, it's activities and programs, including updating SNAP EBT information
- Communicate with Program Coordinator and Market Manager about any issues that arise on-site during market days.
- Perform regular check-ins with EBT Committee to give and receive constructive feedback about progress of programs.

### **QUALIFICATIONS:**

- Strong organizational skills while managing multiple tasks
- Proficient in Google Drive and Sheets
- Knowledge of web-based applications and email; therefore, a personal computer and access to internet(during non-market hours)are also required
- Familiarity with non-profits and grants is helpful.

### **PROGRAM EVENTS:**

The Member is required to attend all professional development and training offered within the City of Davenport AmeriCorps/Youth AmeriCorps Program and group service projects