



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

The FHFMS Supplemental Nutritional Assistant Program (SNAP) Coordinator AmeriCorps Member is a person with a passion for building our local community and economy by managing the FHFMS Information Booth alongside other AmeriCorps members and Market staff. They will manage the process for (food stamps/SNAP) cards and plastic tokens and be the information portal for customers' inquiries about the Market in general. The FHFMS SNAP Coordinator AmeriCorps member will enrich the customer's experience of the Market by increasing access, awareness, and education of local foods and strengthening and supporting our farmers' successes.

**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
- Develop a plan to improve the efficiency of token counting. And –Ensure Financial records are accurate.
- Manage and expand volunteer engagement program for the Market, including coordinating monthly customer counts.
- Use Market's Info Booth as a central access point for overall promotion of the market, its activities and programs, including manage SNAP EBT postings.
- 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