



# Volunteer Coordinator (AmeriCorps Internship)

FRIEDENS COMMUNITY MINISTRIES, INC.

Last Updates: 04/20/2020

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## Mission

A network of food pantries building ladders of peace to nourish the body, mind, and soul

## Vision

We envision a world of peace where people have enough healthy food to eat  
and food pantries are no longer needed

As the largest food pantry network in Milwaukee, Friedens Community Ministries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the emergency food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity. We partner closely with StreetLife Communities, which is an organization dedicated to providing outreach and support to individuals without permanent residence.

At Friedens and StreetLife, volunteers are the lifeblood of the pantry - we couldn't serve our community without them. The Volunteer Wisconsin AmeriCorps Internship allows an individual the opportunity to grow in experience, knowledge, and job skills while managing Friedens'/StreetLife's crucial volunteer workforce.

**Overview:** (Specifics are given by Volunteer Wisconsin AmeriCorps; below are a few highlights)

- One-Year Paid Internship Program through AmeriCorps Wisconsin which reports to the Executive Director of Friedens Community Ministries
- Upon successful completion of internship, the individual is eligible for a \$6,015 educational award that can be utilized to go back to school, pay off qualified student loans and/or several other specified uses
- Healthcare, vision, and dental coverage are provided
- Seven paid holidays are observed for all staff: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day



## **Essential Duties and Responsibilities:**

1. Help realize our mission of building ladders of peace, hope, and dignity with our community
2. Assist with the day-to-day operations of the Food Pantry network and/or StreetLife
3. Assist with the clean, safe, and efficient operation of the Food Pantry network
4. Manage volunteer workforce which includes:
  - a. Recruiting and building relationships with volunteer streams, providing volunteer orientation (daily) and ongoing training, supervising volunteers, creating volunteer handbooks and other materials, updating website content, and coordinating social media
5. Assist with oversight of StreetLife preparations, route tracking, and implementing
6. Assist with Site Management of our network of food pantries, as needed
  - a. Oversee intake procedures and assure that the clients' information is recorded into our client database in a timely manner
  - b. Oversee data entry and filing including client intake and volunteer information
7. Pack food pantry orders and stock shelves as needed
8. Implement food pantry policies and procedures as directed
9. Assist with other pantries day to day operations as needed
10. Assist Executive Director with other duties as requested

## **Required Knowledge, Skills and Abilities:**

- Valid Wisconsin driver's license and good driving record
- High School Diploma or GED
- Commitment to helping clients meet their nutritional needs
- Excellent communication skills- speaking and writing
- Ability to relate comfortably with people who work at our pantries and use our services
- Skilled in use of Microsoft Office applications and email
- Willingness to learn, adapt, and grow
- Prior experience working with a food pantry or equivalent environment preferred

## **Physical Demands:**

- Ability to lift 50 pounds on a regular basis as a backup for our food distribution staff
- Ability to move boxes or packages of food for periods of 1 to 4 hours at a time as a backup for our food distribution staff
- Ability to load/unload a van full of food (lots of up/down & bending)
- Ability to push a dolly fully loaded with food
- Ability to climb stairs
- Ability to ambulate without the aid of an assistive device
- Experience with an electric pallet jack preferred



### **Goals for Internship Year:**

At the end of the Volunteer Wisconsin AmeriCorps' Internship Year, our goal is to have trained an individual to be qualified to move into an entry-level nonprofit position at a minimum, with the possibility of taking on a volunteer management role.

*To apply for this position, please send your resume or CV with a cover letter to: [jobs@FriedensPantry.org](mailto:jobs@FriedensPantry.org)*