



DISTRIBUTION FELLOWSHIP–THE FOOD HUB TEAM LEADER Apple Corps Service Fellow Announcement

About Apple Corps:

Modeled after the AmeriCorps VISTA program and Houston Food Bank Apple Corps Leaders Program, this fellowship initiative is designed to provide service opportunities for individuals who are passionate about leading the effort to eliminate hunger throughout our community. The Apple Corps Fellows will complete short-term, service projects that build capacity for the Foodbank of Southeastern Virginia and the Eastern Shore.

Timeline:

This service opportunity is available September 2020 through April 2021.

Position Overview:

We seek to recruit 2-3 Apple Corps members to work closely with the Programs Team to support the Foodbank’s mission, which is “leading the effort to eliminate hunger in our community.” The positions will report directly to the Community Outreach Manager and partner with other team members within the organization.

The worksite for the Apple Corps Fellows will start at our main office at 800 Tidewater Drive in Norfolk and will shift to our Portsmouth and Norfolk Food Hubs once the sites are identified.

Overseeing **the Food Hub**, the Apple Corps members will:

- Ensure the safety of the clients we serve and volunteers by following Foodbank practices and protocols
- Provide orientation, training, and oversight to volunteers at the Food Hub
- Coordinate daily volunteer schedule for staffing needs and managing distribution appointment scheduling.
- Monitor food stock and inventory and make necessary requests to ensure adequate availability
- Follow proper food safety guidelines (training to be provided), ensure compliance with sanitation and safety regulations
- Prepare and maintain daily reports and communications to include end of shift reports and monitoring and responding to inquiries from the community
- Maintain the functionality and cleanliness of the space
- Maintain client confidentiality
- Participate in weekly planning meeting with Foodbank staff and Apple Corps Fellows



- Coordinate provision of on-site and/or virtual services aimed at our Ending the Line initiatives

By the end of the Apple Core assignment, the individual will have firm knowledge of the client insight software, Link2Feed, and volunteer management database, Volunteerhub:

- Locate and verify existing clients
- Input new clients data
- Document client visits
- Confirm and verify volunteer attendance
- Document volunteer hours

Estimated Number of Hours:

Approximately 40 hours per month to be worked in five to six hour shifts, two days per week. Scheduled shifts may fall Monday through Saturday between the hours of 8 AM and 7 PM. Shifts are to be worked onsite at the Food Hub or our main office, telework is not available. Apple Corps Fellows are expected to continue the Fellowship through the month of April 2021.

Benefits:

Apple Corps Service Fellows will receive a monthly cash stipend as a general contractor totaling \$555 per month. A federal tax Form 1099 will be issued to each participant for the amount paid for each calendar year.

Individuals will also receive Foodbank branded apparel, such as t-shirts, polo shirts, or sweatshirts to wear during their service hours.

Requirements:

Individuals who are 18 years or older with a high school diploma may participate as an Apple Corps Service Fellow.

The Apple Corps Service Fellow must be able to squat, pivot, bend, and lift at least 35 pounds.

Individuals must have a valid driver's license and access to reliable transportation.

Ideal candidates for this initiative are individuals with past professional experiences who can serve as skills-based volunteers, college students seeking to gain professional skills in leadership and project management, and SNAP beneficiaries who desire on-the-job training that will create career pathways for economic mobility.



The ideal candidate will have familiarity and proficiency with working in databases, strong customer service skills both in-person and over the phone, be willing to work independently and collaboratively with a team. Applicants must be proficient in the use of basic Microsoft Office programs (Word, Excel, and PowerPoint). Individual must have great attention to detail and exercise good judgement and discretion.

Preferred candidates may also have previous experience such as (but not limited to): retail or hospitality positions, management, and data entry experience.

A related college degree is not required.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2018-2019 fiscal years, the Foodbank distributed over 14 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at

<https://foodbankonline.org/strategic-plan/>

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this position sounds like an opportunity for you to serve our community and help eliminate hunger, please send a cover letter and resume to djohnson@foodbankonline.org. Please indicate your preference to serve in Norfolk or Portsmouth in your cover letter.