



Job Title: Cooking Matters AmeriCorps Member
Classification: Non-Exempt
Department: Partners and Programs
Reports to: Education Programs Manager

Job Summary:

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.

The mission of the Capital Area Food Bank is to feed those who suffer from hunger in the Washington metro area by acquiring food and distributing it through its network of partner agencies; and educating, empowering and enlightening the community about the issues of hunger and nutrition. The Capital Area Food Bank is seeking an AmeriCorps Member to assist in implementing the Cooking Matters program in the Metropolitan D.C. area, in both the traditional program delivery model and the Satellite Site model. The AmeriCorps member will work within the Capital Area Food Bank's Partners and Programs Department to coordinate courses with local organizations and distribution partners, as well as ensure program success with community partner Satellite Sites that have successfully hosted a number of Cooking Matters courses over this past year.

Major Responsibilities/Activities:

Coordinate Cooking Matters Courses

- Work with the CAFB school-based distribution program to promote and coordinate Cooking Matters courses for parents, including attending food distributions, working with school coordinators and staff, recruiting participants
- Manage class scheduling, ordering of class curricula, cooking supplies, and educational materials
- Plan agenda and activity schedule for each class, communicate with volunteer team about their roles and responsibilities, seek and provide feedback after each class
- Serve as the lead coordinator in each class, opening and closing each class, facilitating transitions between activities, and supporting class participants and volunteers
- Teach classes as needed

Support the Cooking Matters Satellite Site Program

- Support Satellite Sites in the coordination of Cooking Matters courses
- Oversee class logistics including class scheduling confirmation, ordering of instructor guides and materials, distribution of gift cards to satellite sites, and completion of financial paperwork
- Assist Satellite Sites with volunteer recruitment and training as needed
- Process course evaluations
- Maintain communication with Satellite Sites and conducts monitoring, evaluation, and training site visits
- Identify additional potential Satellite Sites to incorporate into the program
- Teach classes as needed

Recruit, Train, and Retain Volunteers

- Participate in recruiting culinary, nutrition, and support volunteers to lead Cooking Matters course
- Lead the training and orientation process of new volunteers.
- Distribute training materials to volunteers and inform them of training videos available.
- Provide timely and consistent communications with volunteers.
- Provide feedback and support for volunteers throughout the course

Maintain Accurate Records and Reports

- Maintain accurate records of courses, participants, volunteers, and host sites in Share Our Strength database and CAFB systems
- Maintain current class schedules for internal communications purposes
- Capture program impact through photos, video, and quotes
- Complete AmeriCorps reporting requirements

Minimum Requirements:

- At least 18 years of age
- High school diploma or GED required; BA or BS highly recommended
- Valid driver's license and good driving record
- Knowledge and strong interest in nutrition and/or culinary arts and social justice

Knowledge, Skills, Abilities:

- Teaching experience preferred
- Good written and verbal communication skills; public speaking skills
- Volunteer management experience preferred
- Strong management and organizational skills; attention to detail
- Ability to work independently and with a team, and with diverse populations in DC communities
- Ability to keep appointments and maintain a schedule
- Adaptable and with flexible schedule, able to work some nights and weekends
- Computer skills and savvy with using basic Microsoft Applications including PowerPoint, Publisher, Excel
- Proficiency in Spanish is desirable
- Outgoing and friendly personality

Essential Physical Functions:

- Ability to lift multiple bins of food and cooking equipment up, each to 20 pounds
- Ability to stand for 3 hours during set-up, implementation, and clean-up of classes
- Ability to drive to locations throughout the Metro DC area

Work Environment:

- Varied 40-hour week
- Must be flexible and able to attend classes and trainings that are scheduled during evenings and weekends
- Based out of Capital Area Food Bank's Washington DC office but involves frequent travel to grocery stores and community-based organizations throughout the DC Metro area using Food Bank vehicles

Interested applicants should send an application to David Poms, dpoms@capitalareafoodbank.org

AND

Apply online through the AmeriCorps Recruitment [website here](#)

EOE

www.capitalareafoodbank.org

***Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*