



MEMBER POSITION TITLE: Community Engagement Coordinator

HOST SITE: Riverview Gardens, 1101 S. Oneida Street, Appleton

Riverview Gardens Urban Farm, 242 W. Seymour Street, Appleton

OVERVIEW: The Community Engagement Coordinator should be committed to serving the mission and goals of Riverview Gardens, Weight of the Fox Valley and AmeriCorps. Under the direction of the Director of Community Engagement, this position is responsible for recruiting and engaging community volunteers and engaging with youth to identify health education opportunities. Under the direction of the Director of Land Management, this position is responsible for teaching and training both ServiceWorks® program participants and volunteers about sustainable, healthy food systems through daily interactions on the farm.

Riverview Gardens is a collaborative transformation of a 72-acre golf course and country club into a non-profit organization with a mission to build dignity through job training and employment. Our core concept is that all people have value and can contribute to the community in which they live. We engage the entire community to address root causes of unemployment, poverty and homelessness through hard work, creativity and human dignity. We created five social enterprises that provide unlimited job-training opportunities for the people we serve and a source of revenue to support the mission.

DESCRIPTION OF DUTIES:

Essential functions:

- Assist in daily operations on the Urban Farm to teach and train participants and volunteers about sustainable, healthy food systems, including new volunteer orientations, seeding, transplanting, harvesting, and packaging
- Assist director of land management in maintaining food production to gain knowledge of the organic property
- Manage workflow for program participants and volunteers on the farm, implementing safety protocols
- Engage in social enterprises to gain understanding and identify areas of health education for program participants and volunteers
- Develop health education programming for youth on the farm
- Work efficiently one-on-one or in team settings and foster a positive work environment with ServiceWorks participants and community volunteers
- Create and maintain a safe and enjoyable experience for volunteers and maintain volunteer areas at all social enterprises
- Develop and implement a volunteer engagement strategy
- Conduct outreach and recruitment of volunteers, including but not limited to company presentations and exhibits
- Track data related to volunteer engagement and retention, health education sessions and health education session attendance logs
- Assist in development and implementation of youth engagement strategy
- Engage with ServiceWorks participants through healthy and social activities with our D.O.O.R.S. program

QUALIFICATIONS:

- Must be able to work on rough terrain in all weather conditions
- Must be able to lift 50 lbs
- Operate farm equipment, with appropriate training
- Travel independently to various locations



- Work independently with minimal supervision and as part of a team
- Leadership skills desired
- Attention to detail and organizational skills
- Proficient computer skills
- Be humble, self-motivated, energetic and professional
- Positive attitude and willingness to teach the ServiceWorks model and train volunteers
- Analytical and decision-making capabilities
- Comprehend written and verbal communication
- Communicate with the public and co-workers through two-way verbal communication (speech and listening)
- Identify and respond to unsafe and unsightly conditions and maintain safety onsite
- Background in working with those in poverty and knowledge of community resources available to low-income persons is preferred
- Passion for health and wellness initiatives
- Must have a high school diploma or equivalent
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Be 18 years or older at the beginning of their service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S

TRAINING: Riverview Gardens will provide training on appropriate tools and equipment within social enterprises, necessary Microsoft programs and CERVIS volunteer management software. WOTFV AmeriCorps Program will offer additional opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

OTHER INFORMATION:

- **Member Term of Service**
 - WOTFV AmeriCorps Program year of service runs from September 4, 2018-August 15, 2019.
- **Time Requirements**
 - Full-time members will serve 1,730 hours during the year, averaging 34.5 hours/week.
- **Benefits**
 - Members will receive a living allowance while serving, which is paid on the 15th and last day of each month. Full-time members will receive a gross living allowance of \$572.16 per pay period.
 - Upon successful completion of hourly requirement (described in Time Requirements above), members will receive the Segal Education Award of \$5,920.00 for full-time members
 - Forbearance on qualified student loans while serving and interest accrual payments.
 - Full-Time Members are eligible for basic health insurance and childcare reimbursement (if eligible).

CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):

- Pilar Martinez, Riverview Gardens Director of Community Engagement. Submit applications via email to pmartinez@riverviewgardens.org, mail or in-person to: Pilar Martinez, Riverview Gardens, 1101 S. Oneida Street, Appleton, WI 54915