Share Our Strength's Cooking Matters®
AmeriCorps National Direct Program

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.

AmeriCorps programs provide opportunities for Americans to make an intensive commitment to service. The AmeriCorps network of local, state, and national service programs engages more than 80,000 Americans in projects around the nation each year.

Share Our Strength is seeking two full-time AmeriCorps members to help with its Cooking Matters program in Boston, Massachusetts.

Responsibilities
The Cooking Matters AmeriCorps members will work with Cooking Matters Massachusetts staff to implement effective hands-on courses and tours teaching families at risk of hunger that healthy cooking can be delicious, enjoyable-and most important-affordable. Member responsibilities and duties may include, but are not limited to:

Program Coordination:
- Work with chefs, nutrition educators and agency/site managers to implement courses and tours using Cooking Matters core curriculum and Cooking Matters at the Store curriculum.
- Complete all preparations for class including, but not limited to, assembling and transporting equipment, materials, and groceries, and preparing volunteer staff.
- Complete program evaluation and other program reporting documentation as necessary.
- Participate in actively seeking out, working with, and maintaining positive relationships with agencies serving low-income clients to host Cooking Matters courses and tours.
- Assist with the development of Cooking Matters outreach materials and handouts for Cooking Matters audience, as needed.

Volunteer Management and Training:
- Provide volunteer instructors with training and materials needed to teach courses and tours and make sure they follow procedures and course guidelines.
- Support and manage volunteer instructors during class to make sure they have all required materials and communicate key messages.
- Provide timely and consistent communications with volunteers.
- Identify and participate in opportunities to recruit volunteers. Build relationships with chefs, dietitians, nutritionists and other potential volunteers to maintain enough trained instructors to reach course goals.
- Provide recognition of volunteers.
- Help with special events such as volunteer appreciation/recognition events.
Administration/Miscellaneous:

- Work with supervisor to set personal goals and follow the work plan created for the AmeriCorps National Direct Member.
- Ensure all necessary course reporting is in order in database and network resource center.
- Complete additional reporting and communications contributions as required, which may include blog posts, newsletters, photographs, and volunteer and participant story gathering.
- Submit timesheets in accordance with AmeriCorps and Share Our Strength guidelines.
- Participate in national, state and other trainings as requested – some may require travel out of state.
- Maintain a high level of working knowledge related to hunger, nutrition standards, regulations, and trends.
- Collaborate with other Cooking Matters Massachusetts and Share Our Strength’s departments, as necessary, to ensure high quality service to individuals within our network of agencies.

TRAINING:
Cooking Matters AmeriCorps members are part of local and national Cooking Matters teams and take part in all associated training and activities. AmeriCorps members will receive orientation training from Share Our Strength’s Cooking Matters staff, both on the local and national level. Members will be part of a peer network of AmeriCorps members from around the nation and be a part of regular training opportunities including monthly webinars.

WORKING CONDITIONS:
Normal office work environment, various community organization settings, and regular travel throughout the state for programming. Work hours will include 1-3 evenings per week and 1-2 out-of-state trips per year.

QUALIFICATIONS:

- At least 18 years of age
- RELIABLE CAR REQUIRED
- Ability to lift 40 pounds
- High school diploma, or GED
- Interest in nutrition and/or culinary arts
- Driver’s license and good driving record
- Public speaking skills
- Computer skills
- Ability to balance a variety of tasks simultaneously
- Volunteer management experience preferred
- Experience working with youth and/or adults in formal and/or informal education programs
- Enrollment contingent on successful passing of criminal background search (including a FBI fingerprint-based criminal history check).
TERMS and BENEFITS
Full-time member term: 1700 hours of service within a 12-month period. Preferred start date for position is September 1, 2015. Term of service is September 1, 2015 – August 31, 2016.

The full-time member will receive a living allowance of $12,530, a basic health plan, training, child care (based on income eligibility), and an AmeriCorps education award of $5,730 upon successful completion of service.

TO APPLY:
Submit a resume and cover letter, via email, stating why you want to take part in Share Our Strength’s Cooking Matters AmeriCorps program and why you are interested in the Massachusetts position.
Email cover letters and resumes to Cooking Matters Massachusetts at: cookingmattersma@gmail.com

Equal Opportunity Employer

For questions about Share Our Strength’s Cooking Matters AmeriCorps National Direct program, contact:

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