Commonwealth Corps
Service Internship Position Description

GROWING PLACES
Commonwealth Corps
Distribution Volunteer Coordinator

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The 2 Commonwealth Corps members with Growing Places will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

Growing Places was founded in 2001 as a nonprofit organization to donate raised-bed vegetable gardens to low-income people in North Central MA (NCMA) in response to the high levels of poverty, food insecurity, health disparities and limited access to fresh, affordable, and healthy food in NCMA. Over 19 years, our work has expanded beyond donating garden materials to build gardens for individuals, to creating long-term, sustainable changes in our community focused on increasing equitable food access.

Rooted in social equity and empowerment, Growing Places is a nonprofit organization that supports the health of people and the planet through the local food system. We focus on the North Central Massachusetts region and work with partners to develop a sustainable, resilient, and equitable food system where farmers and farm workers get a just wage and healthy affordable food is available to all NCMA residents.

The Commonwealth Corps Volunteer Coordinator positions will focus on building a long-term, stable pool of volunteers to work on distribution, a key component of the NCMA local food system that needs strengthening. Volunteer Distribution Coordinators will outreach and recruit volunteers, create a streamlined volunteer orientation and training system, manage volunteers and support/build capacity of distribution systems.

What You’ll Do:

*Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Develop, implement and evaluate volunteer-based systems for Growing Places distribution program including updating volunteer procedures, strategies and materials (recruitment, orientation, retention, appreciation, and evaluation);
- Work with community partners to create sustainable systems for volunteer recruitment and engagement at Growing Places.
- Pilot new procedures and systems that advance food equity and access in North Central MA related to distribution: Key elements include:
  - Establish partner communication for volunteer engagement in distribution systems with farmers and institutions;
  - Recruit and coordinate volunteers for Growing Places distribution program;
  - Scale and integrate volunteer driven distribution procedures that include picking up/delivering produce from local farms for delivery to Growing Places warehouse, local institutions, and home
delivery participants; building capacity of the Mobile Market; and optimizing delivery routes with volunteers;

- Maintain the Salesforce database for volunteers participating in distribution programs and support the volunteer evaluation and appreciation process;
- Grow the SNAP/HIP (Healthy Incentives Program) and institutional customer base to support the local food system and resident health and wellbeing.

**Marginal Responsibilities:**

- Participate in Local Food Works and HEAL Winchendon coalition meetings.
- Provide periodic volunteer program reports to demonstrate progress.
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

**Who You Are:**

**You must be:**

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (average member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- Interested in building knowledge/skills within local food systems with an equity focus.
- Demonstrate good people skills and be eager to grow the program with Growing Places support.
- Able to provide quality customer service in a volunteer setting, i.e., maintain a positive, empathetic, and professional attitude toward our volunteers at all times.
- Willing to plan and support volunteer-based local food delivery routes in a large geography.
- Comfortable using the Internet, and email applications such as Outlook or Gmail, and word processing software such as MS Office Word.
- Have a valid driver’s license and the ability to lift 25+ pounds.

**It would also be great if you:**

- Have lived experience as a volunteer yourself or with leading volunteers previously.
- Had familiarity with MS Office Excel or other data management software.
- Speak a language other than English -- multi-lingual candidates encouraged to apply – Spanish/English preferred.
- Have familiarity North Central MA

**What You’ll Get:**

- **Stipend** of $1100 semi-monthly while in service, up to $23,100 minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to $4000 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member’s service and/or goals (Up to $100; Dependent on approval from MSA);
- A monthly Growing Places CSA share and garden space in the staff garden;
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development opportunities**;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to $50/month while required to complete some service from home;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency’s policies;
- **Mental Health/Personal Day** once per month counting towards 8hrs;
The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

*Please note that receipt of these stipends/benefits may impact an individual’s eligibility for certain public benefits.*

**Term of Service:**
- **Position Start Date:** August 22, 2022
- **Position End Date:** June 24, 2023
- Service commitment 40 hours per week during the following days/times: Monday-Friday 9:00 AM- 5:00 PM; Members will be required to serve in-person with the option to serve remotely as applicable and may be asked to work 1 weekend a month with two weeks’ notice provided.

**How to Apply:**
- To apply, please send your resume to staff@growingplaces.org. Early applications are encouraged as applications will be accepted on rolling basis, with preference given to candidates who apply by May 20th. Questions about this position can be directed to Janet Edwards at email: staff@growingplaces.org and 978-598-3723.

Accepted members will be required to undergo a criminal history check.

*Growing Places will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Growing Places welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*