



AmeriCorps Onsite Gleaning Program Coordinator

A 9-month position (1200 hours)

Weekdays 9 am to 3 pm with some flexibility & remote service hour opportunities, some weekends and evenings required for gleaning initiatives.

Position Summary

This position balances well-developed communication skills with hands-on interaction to coordinate the gleaning, or harvesting of excess produce from farms and private donors. The Coordinator is responsible for year-round outreach and relationship building with local farms, volunteers, and recipient agencies. During harvest season, the Coordinator will lead volunteers to harvest local food and deliver it to partners serving food insecure individuals. The fresh produce gleaned is a vital additional resource for fighting food insecurity across Iowa. Find out more and apply here.

Supervision Given By: The Gleaning Program Coordinator is supervised by the director/program manager of the gleaning site partner organization. Additional support provided by Iowa Gleaning Network Coordinator and other Program Coordinators across the state.

Position Objectives:

- Expand existing gleaning program by developing 4 additional relationships with farmers
- Build a base of 10+ regular gleaning volunteers who are not food rescue volunteers
- Establish a sustainable system for advance scheduling of gleans and volunteers
- Establish a sustainable system for responding to last-minute gleaning opportunities
- Deliver 6,000 pounds of gleaned fresh produce to food insecure families

Essential Functions:

Partner Relationships Management

- Builds and maintains a network of farms and local growers that are interested and willing to have volunteers come and glean their produce.
- Serve as a liaison between local hunger relief agencies and growers. Collaborate with recipient partners to gauge produce needs and delivery windows
- Facilitate deliveries of harvested food and complete pickups/deliveries as needed

Gleaning Program Development

- Work in conjunction with state-wide coordinator to develop gleaning manual and materials to site-specific gleaning operation.
- Create training and onboarding materials for volunteers

Communication

- Participate in outreach activities to heighten awareness of local gleaning initiatives and recruit volunteers and farm partners.
- Maintain communication with the gleaning network and state-level program development coordinator to access resources and provide feedback.



Volunteer Coordination

- Organize and schedule volunteers to glean produce
- Recruit community volunteers and engage youth volunteers in harvesting or distribution activities. Engage community and youth in learning opportunities about local food insecurity and the benefits of their gleaning service activity.
- Train and lead groups of volunteers in proper harvest procedure, food cleaning, and tools for harvest

Gleaning Program Implementation

- Leads gleaning trips to farms: educates about gleaning and farming, oversees and coordinates the harvest, and delivers produce to hunger relief agencies
- Tracks and records what is harvested and donated. Provides data to the gleaning network via the program development coordinator
- Oversee gleaned produce processing
- Track produce harvest times throughout the season
- As required by individual site hosts, write receipts and forms for local growers produce payments or tax write-offs
- Collects materials for each gleaning, keeps and maintains tools and gloves.

Typical challenges this position will face:

- Frequent interruptions, especially during hours with heaviest volunteer activity.
- Last-minute volunteer scheduling conflicts
- Making sound, quick decisions based upon available information.
- Adapting to new problems that arise with a first-year program

Service Environment:

- The service environment for the gleaning coordinator is primarily in the office/home office during winter, and in the field leading and harvesting produce with volunteers during harvest seasons.
- Office hours for coordination and planning required.
- Will need to drive vehicles to pick-up or deliver donations on occasion.
- Moderate physical demands, regularly lifts 20-40 lbs.
- Able to manipulate normal office machines and technology For example; able to operate computer and computer systems, office copiers, fax, phones.

Benefits:

- Living allowance of \$10,080 over nine-month term
- Education award of \$4,336.50 upon completion of 1200 hours
- Receive training in:
 - AmeriCorps 4-H Orientation
 - Host Site Orientation
 - Farm and Food Transportation Safety
 - Volunteer Development and Management
- Develop community partners and strong professional network
- Student loan forbearance while serving
- Leadership experience, skill development, and commitment to your local community