



MEMBER POSITION TITLE: Community Engagement Specialist

HOST SITE: Riverview Gardens, 1101 S. Oneida Street, Appleton, WI 54915

OVERVIEW: Riverview Gardens Community Engagement Specialist will serve the mission and goals of Riverview Gardens, Weight of the Fox Valley and AmeriCorps. Under the guidance of the Director of Development Strategies, the Community Engagement Specialist will identify educational opportunities and develop wellness programs for program participants, youth, and community volunteers.

DESCRIPTION OF DUTIES:

- Volunteer Recruitment and Utilization
 - Recruit, train, and utilize volunteers to assist with health and wellness education programming
 - Maintain and build on the volunteer engagement strategy established during the 2018-2019 grant period
 - Assist in implementation and expansion of youth engagement strategy
 - Create and maintain a safe and enjoyable experience for volunteers throughout social enterprises
 - Maintain daily maintenance in volunteer areas
- Wellness Education Programming
 - Coordinate and implement wellness education programming focused on physical activity and/or healthy eating habits
 - Coordinate and implement community events promoting health and wellness education (bike or walking tours of the urban farm)
 - Engage with ServiceWorks participants through healthy and social activities with our Directing Ourselves and Others in Responsible Social Activities (DOORS) program
- Data Collection
 - Administer, collect data for health education programming
 - Track health education recipients, volunteers, and survey results
 - Maintain attendance logs for health education recipients and volunteers
- Assist in operations of the urban farm and determine how to incorporate healthy eating/living messaging for the thousands of volunteers who serve each year
- Work with CSA program

QUALIFICATIONS:

- Ability to work independently and as part of a team
- Foster a positive work environment with program participants and community volunteers
- Able to operate farm equipment (with appropriate training)
- Possess leadership experience



- Must be detail-oriented, analytic, and organized
- Possess proficient computer skills
- Must be humble, self-motivated, energetic, mission-driven, and professional and have a positive attitude
- Must have a willingness to teach the ServiceWorks model and train volunteers
- Must be able to communicate with the public and co-workers through two-way verbal communication (speech and listening) and also possess strong written and verbal communication skills
- Must be able to travel independently to various locations
- Able to operate farm equipment (with appropriate training)
- Able to identify and respond to unsafe and unsightly conditions and maintain safety onsite
- Physical requirements:
 - Must be able to work on rough terrain in all weather conditions
 - Must be able to lift 50 lbs
- Passion for health and wellness initiatives
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Must be at least 18 years old at the time of service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S

TRAINING: The following training will be provided:

- Volunteer management software – Cervis.
- Microsoft FarmBeats – FarmBeats is a Microsoft developed technology that provides farmers with access to the Microsoft Cloud and AI (artificial technologies) technologies enabling data-driven decisions to help improve agriculture yield, lower overall costs and reduce the environmental impact of agriculture production.
- Farm Equipment
- Safety training
- WOTFV AmeriCorps Program will offer addition 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 3rd, 2019-August 31st, 2020.
- **Time requirements**
 - Full-time members will serve 1,700 hours during the year, averaging 33 hours/week, generally Monday-Thursday (8 a.m. – 4 p.m. and some Fridays and evenings) and Saturdays (9 a.m. – Noon).
- **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: \$583.00 per pay period.
 - Members receive lunch at the Community Center every Wednesday.



- Segal Education Award upon successful completion of hourly requirement described in Time Requirements: \$6,095.00 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):

- Angie Bleck, Director of Development Strategies, ableck@riverviewgardens.org, Riverview Gardens, 1101 S. Oneida Street, Appleton, WI 54915
- Amanda Ross, WOTFV AmeriCorps Program Manager: email: amanda.ross@unitedwayfoxcities.org OR mail or in-person delivery to: United Way Fox Cities, Attn: Amanda Ross, 1455 Midway Road, Menasha, WI, 54952