



Trenton Area Soup Kitchen

[www.trentonsoupkitchen.org](http://www.trentonsoupkitchen.org)

## **New Jersey Bonner AmeriCorps Program**

**2018-2019**

***Part-time AmeriCorps Position - 900 Hours***

**Organization Name:** Trenton Area Soup Kitchen (TASK)

**Overview of the Organization and Population Served:** TASK's mission is to feed those who are hungry in the Trenton area and offer programs to encourage self-sufficiency and improve the quality of life of its patrons.

Those who come to TASK include the elderly, the addicted, the mentally ill, the physically challenged, veterans, recent immigrants, families with children, the working poor, and the newly unemployed.

The Heart Healthy Program is a new program designed to improve the health of TASK patrons suffering from heart disease, diabetes, and obesity.

**Position Title:** Heart Healthy Program Assistant

**Position Reports To:** Paul Jensen, Kitchen & Food Services Manager,  
[paulj@trentonsoupkitchen.org](mailto:paulj@trentonsoupkitchen.org), (609) 695-5456 ext.111

### **Duties and Responsibilities:**

- Conduct Grocery Store Tours to teach TASK patrons how to make the healthiest and most fiscally sound choices when grocery shopping.
- Assist with menu planning for the Heart Healthy Program.
- Complete research and fieldwork for food-related projects.
- Organize educational events such movie screenings, presentations, cooking classes aimed at helping to improve food choices of participants in Heart Healthy Program.
- Teach nutrition to participants in the Heart Healthy Program.
- Assist in completing progress reports.

### **Qualifications and Experience:**

- Good interpersonal and organizational skills.
- Effective problem solving and analytical skills.
- Intermediate computer skills all MS Office software, Word, PowerPoint, Excel

and Outlook.

- Commitment to teamwork and relationship Building.

**Required Training:**

- New Jersey Bonner AmeriCorps orientation prior to the start of the term of service
- On-going training as determined by the staff of the New Jersey Bonner AmeriCorps Program and by the Site Supervisor and/or Campus Director throughout the term of service

**Compensation:**

Living Allowance: \$11,000

Education Award: \$2,960 for HT only upon successful completion of the term of service

Benefits

- Childcare Benefits (if eligible)
- Loan Forbearance and Interest Accrual Benefits (if eligible)

**Acknowledgements:**

*By signing this position description, the Member and the Site Supervisor or Campus Director acknowledge that the Member will not under any circumstances engage in any of the AmeriCorps Prohibited Activities listed below while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service.*

- Attempting to influence legislation;*
- Organizing or engaging in protests, petitions, boycotts, or strikes;*
- Assisting, promoting, or deterring union organizing;*
- Impairing existing contracts for services or collective bargaining agreements;*
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;*
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;*
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;*
- Providing a direct benefit to—*

- i. A business organized for profit;*
- ii. A labor union;*
- iii. A partisan political organization;*
- iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and*
- v. An organization engaged in the religious activities described in g above, unless CNCS assistance is not used to support those religious activities;*
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;*
- j. Providing abortion services or referrals for receipt of such services; and*
- k. Such other activities as CNCS may prohibit.*

*AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.*

*By signing this position description, the Member, the Site Supervisor or Campus Director and New Jersey Bonner AmeriCorps Program Staff hereby acknowledge by their signatures that they have read, understand, and agree to the terms of this position description. By signing this position description, the Site Supervisor or Campus Director certifies that this AmeriCorps position does not displace or duplicate the duties of a paid employee.*

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 Print Name: NJ Bonner AmeriCorps Member

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 Signature: NJ Bonner AmeriCorps Member

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 Date

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 Print Name: Site Supervisor or Campus Director

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 Signature: Site Supervisor or Campus Director

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 Date

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Print Name: NJ Bonner AmeriCorps Program Staff

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Signature: NJ Bonner AmeriCorps Program Staff

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Date