



New Jersey Bonner AmeriCorps Program

2017-2018

Part-Time AmeriCorps Position - 900 Hours (approx. 18 hours per week)

October 1, 2017 – August 15, 2018

Agency Name & location : Trenton Area Soup Kitchen (TASK),
72 ½ Escher Street, Trenton, NJ 08609

Overview of the Agency 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 purpose of The Share Project is to build self-esteem in participants interested in music/creative writing/ theatre/poetry while providing a creative outlet and sharing the talents of these artists with the surrounding community. This program serves primarily adults who use TASK services.

Position Title: Share Project Assistant

Position Reports To: Jaime Parker, Manager of Programs & Share Project Coordinator

Duties and Responsibilities:

Share Project Responsibilities:

- Assembling and disseminating literary magazine
- Assisting writers who struggle with literacy in getting their ideas written down
- Assisting artists with using TASK's "home recording" equipment/software to make audio recordings of original music, spoken word poetry, etc.
- Assisting artists with using TASK's equipment to make video recordings of their performance art and editing it using TASK's Macbook.
- Teaching skills like how to use social media sites to artists looking for new ways to share their work
- Assisting with set up, running, and clean-up of Music Mondays at TASK from 11am-1:30pm
- Assisting with running Share Project meetings Thursdays at TASK from 11:30am-1pm
- Assisting with Share Project/FunkTASKtiks performances
 - o Transporting artists/assisting to ensure that artists make it to scheduled performances
 - o Performing with The FunkTASKtiks when necessary

General/AmeriCorps Responsibilities:

- Make presentations to local schools, organizations and businesses to encourage engagement in TASK.
- Assisting with the collection and reporting of data to be used for outcome measurement and management
- In collaboration with the Site Supervisor, prepare quarterly reports as required by the New Jersey Bonner AmeriCorps Program.
- As required, attend service events sponsored by the New Jersey Bonner AmeriCorps Program.
- As required, attend service events sponsored by the New Jersey State Commission on National and Community Service.
- Other appropriate duties as assigned.
- Assist in completing quarterly progress reports

Qualifications and Experience:

- Background in teaching creative writing, music, or art
- Experience in learning to play musical instruments
- Experience using social media to promote
- Experience working with low-income populations
- Must be patient, compassionate, and have excellent interpersonal and communication skills
- High School Diploma or equivalent
- Driver's license
- Proficiency in Microsoft Office or other similar programs
- Have proficiency or be willing/able to learn GarageBand and iMovie

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

Hours:

Mondays from 11am-1pm, Thursdays from 11:30am-1pm. Additional hours are flexible.

Compensation:

Living Allowance: \$11,000

Education Award:

\$2,907.50; only upon successful completion of the term of service

Benefits

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