



## **Project POWER AmeriCorps Position Description:**

### **FEAST Program Support Specialist**

**Our Mission:** Bountiful Cities is an Asheville based organization dedicated to teaching sustainable agriculture skills and resources in urban environments to promote social justice and economic viability. We envision abundance and food sovereign communities.

FEAST is a program of Bountiful Cities. FEAST stands for Fresh, Easy, Affordable, Sustainable, Tasty. The mission of the FEAST program is to empower youth and families to grow, prepare and enjoy fruits and vegetables through hands-on cooking and garden education.

To learn more about Bountiful Cities & FEAST, please visit <https://www.bountifulcities.org/>

**Position Title:** FEAST Program Support Specialist

**Reports to:** Bountiful Cities Program Coordinator

**Schedule:** Monday-Friday, 8 am- 4 pm; Minimum 37.5 hours per week; occasional evenings and weekends, specific hours may vary depending on the daily class schedule and school calendar

**Location:** Lucy S Herring Elementary School (98 Sulphur Springs Rd, Asheville NC 28806) and/or Hall Fletcher Elementary School (60 Ridgelawn Rd, Asheville NC 28806)

#### **Position Summary:**

The Program Support Specialist will assist in the facilitation of FEAST classes. Primary responsibilities will include assisting FEAST staff in facilitating classes, lesson planning and preparation, creating and updating visual aids, designing and updating recipes, school garden maintenance, volunteer orientation and training, tracking and distributing produce.

#### **Essential Functions:**

- Ensure all materials, recipes and lessons are prepared for classes
- Ensure workspaces, class areas, tools, and equipment are clean and safe
- Guide students in cooking and gardening process, help them make connections to home, school and the community
- Track produce yields and distribution, distribute produce to families and school staff



- Share knowledge of food and nutrition within the FEAST mission
- Work with staff to coordinate, recruit and train new and existing volunteers
- Work with FEAST staff and volunteers to best serve students regardless of skill level
- Assist in planning meaningful lessons and activities that connect school curriculum with gardening and nutrition concepts
- Share stories and positive experiences on FEAST website, newsletter and social media outlets
- Ensure equipment, supplies and food are cleaned up and put away at the end of class

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Comfort in a classroom setting and groups of elementary school aged children
- Discretion and professionalism in dealing with sensitive information
- Basic knowledge of cooking techniques, food and kitchen safety, nutritional concepts, garden maintenance and locally grown produce
- Ability to work independently and as part of a team
  - Knowledge of diversity of socioeconomic and ethnic background of FEAST participants
- Detail oriented with ability to multitask
- Knowledgeable about and committed to FEAST's mission
- Strong communication and problem-solving skills

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Ability to pass a background check
- US Citizen or Permanent Residence

Bountiful Cities Project, Inc. Board of Directors adopted policy prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. We actively solicit participation from all ethnic and racial backgrounds.

This service description is simply a description of the position and its normal duties. It is in no way intended to serve as any form of contract.



Children First! Communities in Schools of Broward County