

Bonner Community Leader Position Description Sample 1

<p>Organization: Grandma's Greens</p>	<p>Issue Area: Economic Justice</p> <p>Modes of Engagement: Capacity building</p>
<p>Supervisor Name and Title: Susie Sullivan, Program Director</p> <p>Alternative Contact Name and Title: Lucy Ann, Program Assistant</p>	<p>Bonner Position Title: Food Access Facilitator</p>
<p>Expected Hours: 7 per week</p>	<p>Expected Schedule: Afternoons (between 1-5pm, flexible days)</p>
<p>Organizational Website: grandmasgreens.com</p>	

Organizational Information (mission and vision):
 Started by Nancy Monroe in her backyard in 1967, Grandma's Greens (GG) was established. Made to address the food insecurity, Grandma's Greens seeks to provide healthy and sustainable food programs for families.

Since its establishment, Grandma's Greens has provided thousands of nutritional meals for the Greater Providence area! Grandma's Greens has established programs for families addressing food accessibility and gardening and nutritional workshops.

Food accessibility remains one of the Grandma's Greens top priorities to address as we aim to provide access to fresh produce and better inform others on the issues of food insecurity and healthy living.

Position Overview: Over their four years, our Food Access Facilitator will move from direct support of our nutrition education programs via teaching to capacity building activities such as grant writing. They will gain skills in program management and evaluation, grant writing, tutoring, and volunteer coordination.

Four Year Developmental Plan

Year 1: Bonner will work directly in an afterschool capacity with students participating in nutrition education programming. The Bonner will work with fellow volunteers/interns to develop a year-long

set of curriculum and consult with program staff on outcomes for the weekly sessions. The Bonner will be expected to work directly with youth ages 8-12 in this capacity. The Bonner will also shadow 3-4 staff members through other initiatives at the organization to gain a deeper understanding of the mission, vision and program offerings. The Bonner will present their findings/takeaways to a group of staff and upperclassmen Bonners as a measure of their learning and understanding.

Year 2: The Bonner will construct a program evaluation in the form of a survey with program participants. During the first semester, the Bonner will review 2 grants that the organization is considering applying for to gain an understanding of the types of outcomes that would be expected of the organization. The Bonner will also conduct research on best practices for program evaluation in an afterschool program setting. During the second half of the year, the Bonner will distribute the survey in a written format and will collect and analyze the data collected alongside the program director.

Year 3: Pathway A - The Bonner will take on the role of Site Leader with our organization. The Bonner will be responsible for training and management of fellow Bonners. They will be expected to organize 3 trainings per semester with the team around relevant topics and check in with them individually to work through challenges and support them in their individual roles.

Pathway B - The Bonner will expand on their program evaluation skill set by joining a team that is launching a 3 year food-systems assessment project as part of the organization's strategic plan. The Bonner will be charged with organizing meetings of key stakeholders, working on a strategy document alongside the Executive Director, and will conduct grant research.

Year 4: The Bonner will work with the Executive Director to put together two grant applications over the course of the first semester which will fund the food systems assessment project. The Bonner will be responsible for articulating the mission, vision, key performance indicators and deliverables for the food systems assessment. The Bonner will prepare bi-monthly briefings that they will present to our organization's board of directors. The Bonner will also conduct research related to the food assessment (specifically on food waste) that will be integrated into a formal capstone project that they are completing to fulfill the requirements of their Environmental Science and Policy concentrations.

Qualifications:

Students who possess these interests and knowledge coming in will be the most successful:

- Tutoring or mentoring experience
- Interest in food security
- Knowledge about agricultural practices
- Ability to communicate clearly and concisely
- Adaptability
- Empathy
- Sense of Humor
- Coursework in Biology and Chemistry
- Coursework in Statistics

Training, Supervision, & Support:

To whom should your fellow report in the absence of the above named site supervisor?

- They would report to John Smith who is our lead program coordinator.

Description of Orientation (number of days, team members who will lead it, learning objectives, required reading etc.)

- Our orientation is three hours long. It is led primarily by John Smith with a small section from our Executive Director about the mission, history, and vision. During this time, they will gain a sense of our organization, the programs we offer, our protocols, and our organizational structure.

Please list and describe any required training or supervision meetings (eg. weekly meeting with site supervisor, weekly staff meetings, local conferences etc.)

- Our Bonner fellow will have a weekly check-in with their direct supervisor in addition to the monthly volunteer check-in.

Please list and describe recommended training that you can/will make available to your Bonner.

- Throughout their four years, they would be invited to participate in all-staff trainings which dive deeper into subject knowledge (such as what are food deserts and current trends) and more general skill development (grant writing for example.) Additionally, fellows will be invited to our weekly team lunches which we discuss progress and future directions.

Intended Take-Aways:

Here are the [London Center's learning objectives](#). If elements of the work align please describe here. Similarly, please add what you wish your students to take away from their experience with you.

Learning Objectives:

Urban Farming - As urban spaces continue to swell and popularity in urban farming increases, it's important for organizations who work with food security to be aware of the strengths and perils of this new type of agriculture.

Public-Private Partnership - Our model is based on the assumption that the whole community needs nutritious food so the whole community will come together to address these issues.

Ethical Practice - Working to understand the strengths and needs of the community members we serve is a guiding principle for our organization. We consistently encourage all our staff members to think about the root causes which have led to the issues our clients face and how our interventions can work collaboratively with the communities we interface with to build self-governed, sustainable solutions.

Additional Information: Our organization deeply emphasizes personal connection and the creation of

systematic solutions. People who are equal parts “head” and “heart” will find joy and success here. Access to a personal laptop will be helpful for additional instruction and record keeping we require all volunteers to do.

Annual Bonner Work Plan

Academic Year: 2023-24

<i>Activity 1</i>	
<i>Educate youth ages 8-12 about nutrition and healthy eating habits</i>	
<i>Deliverables</i>	
<ul style="list-style-type: none"> ● <i>Tutor 20 students 2 times a week for 2 hours</i> 	
<i>Steps</i>	<i>Completion Dates</i>
<ul style="list-style-type: none"> ● <i>Read and use our current curriculum</i> ● <i>Log attendance at each session</i> ● <i>Use check-in questions to assess understanding from week to week</i> ● <i>Compile year-end assessments</i> 	

<i>Activity 2</i>	
<i>Co-develop a module addressing mindful eating</i>	
<i>Deliverables</i>	
<ul style="list-style-type: none"> ● <i>Summary of current programs/modules</i> ● <i>Draft Module</i> ● <i>Final Module</i> ● <i>Module Pilot</i> 	
<i>Steps</i>	<i>Completion Dates</i>
<ul style="list-style-type: none"> ● <i>Research current mindful eating</i> 	

<p><i>projects/curriculums</i></p> <ul style="list-style-type: none"> ● <i>Draft the materials which go along with each lesson</i> ● <i>Pilot the module in the spring</i> 	
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Activity 3	
<i>Shadow staff members to understand our additional programs</i>	
<i>Deliverables</i>	
<ul style="list-style-type: none"> ● <i>A written summary of each program shadowed and suggestions for improvement</i> 	
<i>Steps</i> <ul style="list-style-type: none"> ● <i>Select 2 additional programs to learn more about</i> ● <i>Follow the staff member responsible for 2 weeks when not tutoring</i> ● <i>Write a personal narrative of the experience and suggest program improvements</i> 	<i>Completion Dates</i>

Bonner Community Leader Position Description Sample 2

<p>Organization: Last Watch</p>	<p>Issue Area: Economic Justice</p> <p>Modes of Engagement: Capacity Building</p>
<p>Supervisor Name and Title: Malcom Germane, Senior Case Manager</p> <p>Alternative Contact Name and Title: Ana Lane, Manager</p>	<p>BCF Position Title: Fundraising Apprentice</p>
<p>Expected Hours: 8 per week</p>	<p>Expected Schedule: Mondays 3:00 - 6:00 pm Wednesdays 2:00 - 4:00 pm 2 hour of remote flexible work</p>
<p>Organizational Website: lastwatch.com</p>	

<p>Organizational Information:</p> <p>Last Watch was established in 1990 to help our returning veterans find a sense of purpose, security, and belonging in their communities. Our mission is to provide services to our veterans which allow them to successfully readjust to life after service and reintegrate into American society.</p> <p>Since we were founded, we've helped thousands of veterans execute their future plans and find their place in their communities.</p> <p>The services we provide help veterans determine their career path, secure gainful employment, access further education, and find outlets to reconnect with their communities. Staffed by several former service members, we are able to relate with our veterans from a place of shared experience. We're committed to serving those who served our country and made sacrifices on behalf of the American public.</p>

<p>Position Overview: Over their four years, our Fundraiser Apprentice will move from direct support of our case manager to plan annual events and develop grant applications. They will gain skills in case</p>

management, communications, grant writing, and donor relations management.

Four Year Developmental Bonner Plan

Year 1: *Bonner will work alongside a case manager on a set of cases on a weekly basis for guests experiencing homelessness. The Bonner will be fully integrated into the daily direct work of the organization so they have a grounding in some of the major challenges and day-to-day work of the organization. The Bonner will also work alongside the case manager to organize a set of monthly resource opportunities with local healthcare providers, job resources, and other key partners.*

Year 2: *The Bonner will be tasked with playing a large role in the organization of the annual fundraiser which occurs in April each year. The event engages local leaders, key partners, and funders in an evening focused on networking, awards for our partners, and aims to raise over \$40,000 in funding each year. The Bonner will be lead on the logistics committee and will work with a team of 3 event organizers. The Bonner will also take the lead on marketing materials and outreach for the fundraiser as well as recruiting and training volunteers.*

Year 3: Pathway A - *The Bonner will take on the role of Site Leader with our organization. The Bonner will be responsible for training and management of fellow Bonners. They will be expected to organize 3 trainings per semester with the team around relevant topics and check in with them individually to work through challenges and support them in their individual roles.*

Pathway B - *The Bonner will expand on their event management work from the previous year and will take the lead role in planning the event this year. They will oversee the logistics, marketing, and donor relations teams and will host bi-weekly meetings with the committee. The Bonner will be supported by a full time staff member as their supervisor.*

Year 4: *The Bonner will be working on their senior capstone which aims to combine their interests in business and entrepreneurship by conducting a study on donor retention for our organization and will gather literature from the field, as well as conduct interviews with some of our key board members and donors. The findings from this research will be articulated into a donor retention strategy during the final semester of their engagement. Future Bonners will be tasked with taking the lead on implementation of this strategy going forward.*

Qualifications:

Students who possess these interests and knowledge coming in will be the most successful:

- Strong oral and written communication skills
- Familiarity with military culture
- Passion for the eradication of homelessness
- Experience working with vulnerable populations
- Empathy
- Flexibility
- Intention to study business and/or entrepreneurship
- Sense of humor

Training, Supervision, & Support: During their first week, our Bonner Leader would get the same orientation and training we give all of our incoming staff. In this orientation, the Bonner would gain an understanding of the demographics we serve, our methodologies, and the current programs we run. Additionally, they would be invited to sit in on the weekly case worker meetings and assigned a specific case-worker to shadow.

While shadowing and assisting one of our case-workers the Bonner would also be given reference materials and informal training on how to best interact with our clients. They will also have weekly meetings with their site supervisor.

The consortium of organizations we're with also offer monthly webinars which cover specific trends and advice. Our Bonner would be given the access code to watch these in real time or later if it conflicted with their coursework.

Learning Objectives:

Intended Take-Aways and critical service learning goals: *Here are the [London Center's learning objectives](#). If elements of the work align please describe here. Similarly, please add what you wish your students to take away from their experience with you.*

Learning Objectives:

Ethical Practice - Working to understand the strengths and needs of the community members we serve is a guiding principle for our organization. We consistently encourage all our staff members to think about the root causes which have led to the issues our clients face and how our interventions can work collaboratively with the communities we interface with to build self-governed, sustainable solutions.

Effective Action, Collaboration, and Leadership - A critical part of our model is the inclusion of our formerly homeless clients as advocates and leaders. In this model, all staff members learn how to collaborate with community members and other stakeholders to move towards the common goal of ending homelessness for all veterans.

Additional Information: Last Watch is a fast-paced and high energy organization. Those who thrive under tight deadlines will do best here. Despite our high expectations, our sense of comradery and obligation to serve our clients well are also dominant. Our best volunteers are those who work well as a team towards a common goal, are able to consistently perform under pressure, and have a strong desire to give every vet a home. A sense of humor also goes a long way. Volunteers may find access to a vehicle and a personal laptop helpful for outreach, evaluation, and communication material purposes.

Academic Year: 2023-24

Activity 1	
Assist the Case Worker with paperwork and admin related to client outreach	
Deliverables <ul style="list-style-type: none"> ● Accompany case workers on client visits ● Notes from client visits in accordance to our standards ● Assist with the distribution of resources or information as appropriate. 	
Steps <ul style="list-style-type: none"> ● Accompany case worker on visit ● Take notes of all outreach activities ● As needed, help distribute blankets, contact cards, etc for client use 	Completion Dates

Activity 2	
Compile a single-source directory of resources available to our clients	
Deliverables <ul style="list-style-type: none"> ● Research of available resources with methodology documented ● Spreadsheet of all resources sorted by type ● One pager for quick reference to be used by case workers 	
Steps <ul style="list-style-type: none"> ● Talk with our current caseworkers to see what types of resources are referred most often ● Compile this list into a spreadsheet sorted by type ● Based off this master spreadsheet, compile a one-page document for case workers and volunteers to be able to use with client interactions 	Completion Dates

EXAMPLES OF CAPACITY BUILDING OPPORTUNITIES

This is a sample list of potential roles and projects that would be appropriate for a Bonner Leader.

Coordinating/Managing Programs

- Program coordination
- Improve systems for volunteer supervision
- Train staff to work with volunteers
- Improve volunteer tracking
- Update volunteer training/curriculum
- Create/update volunteer policies
- Evaluation of volunteer experience
- Implement an impact assessment

Fundraising

- Organize/support fundraising event
- Identify grant or other funding sources
- Write grants (with support)
- Grant reporting (with support)

Communications

- Website development
- Communications strategy
- Social media development
- Managing email lists, communications platforms
- Identifying potential partners
- Creating, updating, or distributing brochures, newsletters and/or marketing materials

Policy Research

- Writing issue briefs
- Researching funding opportunities
- Reviewing studies or evaluations on a particular issue
- Researching evidence-based practices/model programs
- Carrying out policy research on any of the following: organizations regulations, legislations
- Identifying meetings/conferences of coalitions/policy related initiatives

Volunteer Recruitment and Management

- Improve volunteer recruitment plan
- Recruiting community volunteers
- Recruiting student volunteers
- Volunteer management
- Volunteer recognition
- Improve volunteer placement systems
- Volunteer communication tools

Training and Program Development

- Organize staff or volunteer training workshops
- Develop new training modules
- Develop curriculum for new or existing program(s)
- Develop operations manual for new or existing program(s)
- Develop or implement new program

Meeting Logistic Support

- Managing invitations
- Coordinating meeting space
- Taking meeting minutes/sharing
- Follow up communications and action items

Community Based Research (CBR)

- Creating and conducting surveys
- Data analysis
- GIS mapping
- Gathering and/or recording oral histories
- Conducting program assessments or evaluations
- Data collection for tracking/reporting
- Developing or improving database(s)