

# Outreach Associate

## Senior Farmers Market Nutrition Program



### Job Description

Bugbee Senior Center is a local nonprofit community center offering services and programs for seniors in the Hartford, Vermont area. Our mission is to help older adults live active and independent lives. We offer services to help seniors age well – however they choose to do so. Programs include Meals on Wheels, social lunches, workshops, classes, fitness programs, and social services. We welcome all seniors, regardless of their level of need or ability to pay for services.

The Senior Farmers Market Nutrition Program (SFMNP), aka “Farm to Family” provides greater access to services and socialization for older adults and improves access to farmers markets and roadside stands through transportation coordination for program participants. The goal of the program is to increase the number of older adults who redeem coupons, thereby improving their nutrition security and strengthening the local food system.

We are seeking a **temporary Outreach Associate** to administer the Farm to Family program from June 1 to September 30. This could be you if:

- You care about the health, safety, and wellness of older adults.
- You enjoy a collaborative, team-oriented working environment.
- You enjoy making new connections and getting to know others.
- You enjoy spending time with older adults and the elderly.
- You love going to farmers markets and roadside stands in the Upper Valley.
- You have a sense of humor and enjoy people.

This is a temporary position to help pilot the program in partnership with the Vermont Department of Disabilities, Aging and Independent Living. Work locations include Bugbee Senior Center and area farmers markets. We are an equal opportunity, friendly, and welcoming organization. Working here is rewarding, and you’ll be doing your part to keep the Upper Valley a great place to live – at any age. Anybody who is interested in the position regardless of experience or any other factor should consider applying.

### Duties

The Outreach Associate reports to the Executive Director and will work with Bugbee’s administrative staff and community partners. The position includes, but is not limited to, the following:

- Participate in SFMNP/Farm to Family orientation and training.
- Perform outreach and distribute program applications and materials to adults over age 60 or proxies throughout Bugbee’s service area.
- Review applications and determine eligibility for participation.



- Receive, monitor, and distribute Farm to Family coupons to participants.
- Coordinate with local transportation providers to arrange transportation for program participants to shop at farmers markets and roadside stands.
- Provide assistance or guides for program participants on weekly shopping trips to farmers markets and roadside stands.

## Compensation

The total funding available for this position is approximately \$8,000. Compensation is \$25 per hour plus mileage reimbursement for site visits. This is a temporary position lasting from June 1 to September 30, 2024. Scheduling is flexible and will depend on the needs of the program with an estimated average of 15 to 20 hours per week, with most work hours being needed during the summer or on days with trips to the markets. All employees are eligible for up to a 3% match on contributions to a SIMPLE IRA plan.

## To Apply

If you are interested in this position, please visit [bugbeecenter.org/employment](https://bugbeecenter.org/employment) to start the application process. Only applications submitted through our website will be accepted. We are looking to fill this position by late May. Applications will be accepted on a rolling basis until the position is filled.

Senior Centers are open and welcoming to everyone, and that extends to staff and job candidates. Being welcoming means that everyone should have an opportunity to get involved. Bugbee Senior Center seeks a team that reflects the diversity in our community (racial, geographic, political, economic, gender, sexuality, ability, religion, etc.) so that our understanding of the diverse needs of seniors can be better informed. We warmly welcome anyone who would bring a new background and perspective to our organization to apply for this role.

