

Summer Feeding Site Leader

April 2017

Summer Feeding Site Leaders are part-time paid staff who will supervise the Worthington Resource Pantry's kid's lunch programs at off-site locations. Site Leaders are responsible for receiving and distributing meals at each site, ensuring that all program rules and regulations are followed, and supporting the volunteers and participants.

Status: Part-Time (12-16 hours/week), Seasonal (Monday-Thursday, May 30-July 27)

Reports to: Volunteer Director and Executive Director

Responsibilities include, but are not limited to:

- Administering the Summer Lunch Program at the site while following all required rules and regulations.
- Receiving and distributing food to participants, maintaining health standards, and ensuring cleanliness at the site.
- Promoting positive interactions between participants, staff, and volunteers, and managing issues and conflicts as they arise.
- Coordinating and supporting program volunteers, and leading volunteer training sessions as need.
- Keeping detailed records and assisting with the summary and documentation of the program.
- Setting and cleaning up the site daily.
- Returning unused meals and supplies to the Worthington Resource Pantry or other designated locations.
- Supporting volunteers in providing additional activities to participants.
- Attending all required trainings.

Qualifications and job requirements:

Qualified applicants must have a positive and patient attitude with a commitment to supporting the mission of the Worthington Resource Pantry and the Summer Feeding Program. One year of college is preferred with experience working with group of children. Applicants must be computer literate and have a cell phone, a valid driver's license and reliable transportation with the ability to transport food and/or supplies. Applicants must be able to lift 45 pounds. This program runs Monday – Thursday 11:00am-1:30pm from June 5 – July 27, and individuals hired must commit to those dates.

Application instructions:

To apply: Please email your cover letter and resume to nick@worthingtonresourcepantry.org with "Summer Feeding Site Leader" as the subject title. Applicants who do not follow instructions will not be considered. No phone calls or walk-ins, please.