

Child Nutrition Programs Coordinator Position

The Westerville Area Resource Ministry (WARM) is a non-profit, faith-based organization, serving residents who live within the Westerville school district.

WARM's Child Nutrition Programs consist of:

The Westerville Area Kids Lunch Club (KLC), a USDA Summer Food Service Program, provides children ages 1-18 with nutritious meals and coordinated enrichment activities throughout the summer when school is not in session. The KLC program consists of 10 outdoor sites located in and around the surrounding Westerville area.

The Share Bac A Pac (SBAP) program provides healthy pre-bagged food and snacks to children who are at risk of hunger on weekends and school breaks.

Position:

We are looking for a Child Nutrition Programs Coordinator to oversee the operation and communications of both the Westerville Area Kids Lunch Club and the Share Bac A Pac program.

- 40 hours per week; May through August.
35 hours per week; September through April.
Monday through Friday; 8:30 a.m. to 4:30 p.m., occasional early morning, evening or weekends required.
- Pay range; \$15.00 to \$16.00 per hour.
- 20 Days PTO (Paid Time Off).
- Holiday Pay.
- 403b savings plan and supplemental insurance opportunities available.

Responsibilities and Duties Include:

- Plan and facilitate training, education, enrichment and recreational activities for youth and volunteers for KLC sites.
- Coordinate recruitment, hiring and training of seasonal crew members and volunteers who assist with program services required for KLC and SBAP programs.
- Market, advertise and promote Child Nutrition programs throughout the Westerville City Schools and community.
- Coordinate the packaging and distribution of additional food such as fresh produce and weekend backpack meals.
- Maintain tracking, reporting and documentation of required data, inventory and program goals and impact.
- Purchase, organize and maintain program equipment and supplies.
- Coordinate program logistics, food delivery schedule and transportation.
- Maintain health standards and insure cleanliness of all site locations.

Qualifications:

- B.S. /B.A. or equivalent work experience.
- 2-3 years administrative experience.
- High compassion for children.
- Excellent leadership, organizational, interpersonal and verbal, written communication skills.
- Experience or background in teaching or youth programs preferred.
- Proficient in use of Microsoft Office, Excel, Power Point, Outlook and database management.

**Submit cover letter and resume to Karan Stempko, Director of Operations, karan@warmwesterville.org
Resumes accepted through Wednesday, February 14, 2018.**