

## Child Nutrition Programs Associate 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 Program consists of:

The Westerville Area Kids Lunch Club (KLC), a USDA Summer Food Service Program that 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.

### Position: (seasonal)

We are looking for a Child Nutrition Programs Associate to support and assist the Coordinator of Child Nutrition Programs in the operation of the Westerville Area Kids Lunch Club (KLC).

- 20 hours per week; April through May.  
40 hours per week; June through August.  
General hours will be Monday through Friday; 8:30 a.m. to 4:30 p.m. (during KLC operation).
- \$12.00 per hour.
- 3 Days PTO (Paid Time Off).
- Holiday pay (July 4).

### Responsibilities and Duties Include:

- Assist in the planning and facilitation of training, education, enrichment and recreational activities for youth and volunteers at each of the 10 KLC sites.
- Support the Coordinator of Child Nutrition Programs in the screening, hiring and training of seasonal KLC staff.
- Purchase, organize and maintain program equipment and supplies.
- Assist with program logistics, meal delivery and fleet to operate the KLC program.
- Administrative tasks, such as emails, phone calls, filing, copying, data entry.
- Aid in the coordination of packaging and distribution of fresh produce and weekend backpack meals.
- Support and assist the Coordinator of Child Nutrition Programs with various other duties needed to maintain and operate the KLC program.

### Qualifications:

- High School Diploma.
- Experience in working with youth through summer camps, youth programs, etc.
- High compassion for children.
- Excellent leadership, organizational, interpersonal and verbal/written communication skills.
- Attention to detail and ability to perform a variety of tasks with ease and professionalism.
- Proficient in use of Microsoft Office, Outlook, Excel, Power Point.
- First Aid/CPR certification a plus.
- Ability to drive box truck a plus.

Submit resume to Karan Stempko, Director of Operations, [karan@warmwesterville.org](mailto:karan@warmwesterville.org)  
Resumes accepted through Wednesday, April 4, 2018.