



WESTERVILLE AREA RESOURCE MINISTRY

JOB DESCRIPTION

Job Title:	Coordinator of Child Nutrition Programs	Date:	March 2022
Incumbent:		FLSA Status:	Non-Exempt
Department:	Facility and Nutrition Services	Prepared by:	Dept. Manager
Reports to:	Manager, Facility and Nutrition Services	Approved by:	Executive Director

PRIMARY OBJECTIVE:

The Coordinator of Child Nutrition Programs is responsible for overseeing the operation and communications of WARM's child nutrition programs – the Westerville Area Kids Lunch Club ("KLC"), which is a USDA Summer Food Service Program, and Share Bac A Pac ("SBAP"), which is a school-year weekend meals program. The position is also responsible for coordinating several WARM seasonal projects done throughout the year.

NATURE AND SCOPE:

The position reports to the Manager of Facility and Nutrition Services and interacts regularly with Westerville School District personnel, community officials, partners and organizations as well as with vendors, WARM staff members, clients and volunteers.

The position is 35 to 40 hours per week, Monday through Friday. Hours of duty will generally be 8:30 AM to 4:30 PM with a one-hour lunch. Occasional early morning, evening or weekend hours may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Westerville Area Kids Lunch Club ("KLC"):

- Secure annual approval from the Ohio Department of Education to operate the KLC as a USDA Summer Food Service Program and any other supporting programs and maintain compliance with program requirements.
- Present, market and advertise the KLC Program throughout the Westerville Community.
- Plan and facilitate the training, education, enrichment and recreational activities for youth and volunteers at each site.
- Plan, purchase, order and manage program equipment, supplies and meals while operating within established budget.
- Coordinate the packaging and distribution of additional food such as fresh produce and weekend backpack meals.
- Coordinate the recruitment, training and supervision of seasonal crew members and volunteers who assist with program services.
- Assure child safety in all aspects of the program. Maintain health standards and ensure cleanliness of all site locations.

- Prepare all communications, reports and presentations as necessary for the KLC as required by the Executive Director.
- Maintain documentation of eligibility, daily attendance, food distribution and enrichment provided at each site.
- Coordinate the research and screening process necessary in planning and obtaining any additional or planned site locations and secure permission of property owners or government entities responsible for community parks or site locations.
- Coordinate application and interview process to secure Vista / AmeriCorps volunteers / staff.
- Maintain all records for inventory, statistical data and network database. Track, document and report on program goals, data and impact.
- Work with the Development and Communications Department regarding program branding, donors, program sponsors and communication of community impact of the program.
- Supervise, direct and work with the seasonal Child Nutrition Programs Associate in accomplishment of the forgoing.
- Assist the Director of Development and Communications with submission and follow-up of grants pertaining to the program.
- Perform other related duties as assigned by the Manager of Facility and Nutrition Programs and the Executive Director.

Share Bac A Pac (“SBAP”):

- Operate and scale SBAP as a core hunger relief program of WARM operating during the school year of the Westerville School District.
- Promote SBAP throughout the Westerville Community.
- Plan, purchase and manage program equipment, food and supplies, while operating within budget.
- Maintain health standards and ensure cleanliness and food safety of program deliverables.
- Coordinate and direct program volunteers.
- Track, document and report on program goals, data and impact.
- Prepare communications, reports, budgets and presentations as necessary for the Executive Director.
- Work with the Development and Communications Department regarding program branding, donors, program sponsors, participant schools and communication of community impact of the program.
- Assists the Director of Development and Communications with submission and follow-up of grants pertaining to the SBAP Program.

Seasonal Projects:

- Coordinate or assist with various seasonal projects of WARM as directed by the Manager of Facility and Nutrition Programs or the Executive Director. This includes but is not limited to the Rotary / WARM Holiday Food Drive, and Christmas Adoption.
- Supervise, direct and work with the seasonal Child Nutrition Programs Associate and volunteers in accomplishment of assigned projects.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical requirements and work environment described is representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree or equivalent work experience.
- Must have a minimum of two to three years administrative experience.
- Project management and marketing / research skills in non-profit environment a plus.
- A high compassion for children is necessary.
- Background in teaching or youth program preferred.
- Excellent leadership, organizational, interpersonal and verbal / written communication skills.

- Attention to detail and ability to perform tasks with ease and professionalism.
- Public speaking and presentation design / delivery.
- Knowledge and/or experience in nutrition and/or fundraising a plus.
- Proficient in use of Microsoft Office, Outlook, Excel and database management.
- First aid / CPR certification or willingness to obtain certification.
- Candidate must have the ability to maintain confidentiality in all endeavors.
- Candidate must adhere to the rules and regulations of government-related program requirements.

DECISION MAKING

The position requires the ability to assess eligibility and to evaluate all data obtained for review, processing and reporting of the Summer Food Service Program. This includes strict and accurate adherence to the rules and regulations of government-related program requirements. The candidate must have the ability to maintain confidentiality in all endeavors.

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

The position can be occasionally physically demanding, in often hot or inclement weather conditions or cool warehouse conditions. The position requires the ability to lift up to 40 pounds. The employee sits 5 hours or more in a given day and stands and walks intermittently. The employee is frequently required to reach with both hands and arms along with occasionally stooping, kneeling, or crouching. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus in multiple sites in various conditions. The employee is frequently required to talk and listen.

Business casual attire is recommended except when meeting with community leaders at which time business attire is recommended. Casual attire recommended when the Kids Lunch Club is in session. Program t-shirts provided.

EOE