



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Summer Meals Coordinator

Department: Advocacy

Reports To: Child Nutrition Program Manager

FLSA Status: Part Time, Non-Exempt

Average Hours Per Week 29 hours for 18 weeks

General Function: The Summer Meals Coordinator provides administrative and advocacy support for the Milwaukee Summer Food Service Program. This seasonal position is responsible for day-to-day management of supplies; community engagement; outreach; service data collection and program monitoring. The goal of this position is to increase participation in the summer meal program by implementing strategies and events to involve the community with effective outreach efforts. A bi-lingual individual is preferred, but not required. This position will begin in May of 2023.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Engage with community involvement groups to increase awareness of the summer meal program
- Assist in serving summer meals to children in parks, schools, clubs, and community centers
- Assist in the distribution and inventory of supplies including signs, picnic tables, books, commodities, equipment, etc.
- Assures accurate site information for each responsible site
- Responsible for outreach to four specific parks within a region, finding ways to increase participation and community engagement
- Conducts surveys to staff, students, and parents
- Supports all events related to SFSP including kick-off event and any media or donor related events.
- Identifies and communicates project management incidents. Coordinate site routing, sign distribution and logistics for summer meals kick-off volunteer teams
- Coordinate weekly outreach for areas where programs are ending, referring to nearest meal site
- Support the distribution of fresh produce into Milwaukee Summer Meal Sites
- Collects, analyzes, and expedites receipt of data, invoices, and reports
- Represents Hunger Task Force in the community
- Basic Microsoft Word and Excel administration

Relationships

All internal HTF staff members and volunteers. External constituencies include donors, vendors, community leaders, community organizations, sponsors, media partners, professional organizations, and the general public.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Payroll systems; Microsoft Excel and Word software.

Certificates, Licenses, Registrations

Valid WI Drivers License. Applicants must have transportation daily, as some travel is involved. Mileage will be reimbursed.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Other Skills and Abilities

- Excellent verbal and written communication skills
- Ability to work effectively with diverse groups of people
- Ability to work collaboratively
- Excellent record keeping skills and attention to detail
- Ability to work independently and prioritize work tasks
- A passion for providing nutrition education
- Experience with nutrition and education or outreach
- Ability to effectively organize materials and demonstrate attention to detail

Salary Range: \$16 per hour

Employment Term: 18 total weeks maximum, May 15th – September 15th