HUNGER TASK FORCE, INC.
POSITION DESCRIPTION

Position Title: Summer Meals Coordinator

Department: Advocacy

Reports To: Child Nutrition Organizer

FLSA Status: Part Time, Non-Exempt

Average Hours Per Week: 29 hours for 14 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 bilingual language skills preferred but not required. This position will begin in May 2026.

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 specific parks within a region, finding ways to increase participation and community engagement.
- Conducts surveys with staff, students, and parents.
- Supports all events related to SFSP including kick-off event and any media or donor related events.
- Identify and communicate 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.

- Collect, analyze, and expedite receipt of data, invoices, and reports.
- Represents Hunger Task Force in the community.
- Perform basic Microsoft Word and Excel administration.
- Perform other duties as assigned.

Supervisory Responsibilities
This position has no supervisory responsibilities**.**

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

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

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

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

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

Technical Skills – Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes

effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates 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.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

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.

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.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. 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, Word, and PowerPoint software; some graphic design ability.

Certificates, Licenses, Registrations
Valid Driver's License. Applicants must have their own transportation daily as some travel is involved. Mileage will be reimbursed.

Other Skills and Abilities
- Excellent verbal and written communication skills
- Ability to work effectively with diverse groups of people
- Self-motivated
- 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

Other Skills and Abilities
- Ability to be certified in First Aid and Safe Food Handling
- Must be able to pass a criminal background check

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 stand; walk and use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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 such as wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

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Salary Range: $17 per hour

Employment Term: 14 total weeks maximum, May 2026 - August 2026