



Program Coordinator
Full Time, hourly, non-exempt
In person work across Walton & Okaloosa Counties

ORGANIZATION OVERVIEW:

Food For Thought is a 501(c)(3) not-for-profit organization in Florida, serving Walton and Okaloosa Counties. Food For Thought works to fight child hunger through five, year-round programs, designed to fight the negative impacts of Child Hunger in the lives of Food Insecure children in grades K-12.

Our goal is to support a child's development and educational experience by bridging the gap between school meals during weekends, Summer and Holiday breaks, as well as offering learning and life-skill resources through the Emeril Lagasse Full-Circle Kitchen and our Full-Circle Gardens.

Food For Thought has been working to fight child hunger since 2010, and currently serves 36 schools in Walton and Okaloosa Counties, reaching over 3,600 students weekly through our backpack services and classes in the Emeril Lagasse Full-Circle Kitchen.

POSITION OVERVIEW:

Program Coordinators are on the front lines of our daily program activities and therefore must work as passionate ambassadors and advocates of our programs. Program Coordinators provide continuity within our full scope of service year - round with their organizational knowledge and understanding of our standard operating procedures. Program Coordinators must develop a strong understanding of the history, culture, and mission of the organization. In addition a commitment to our organizational standards and best practices must be demonstrated consistently.

A Program Coordinator will be onsite with our volunteers in our pantry locations or out in the community providing services at least 50% of the time. Coordinators play a critical role in the training and retention of our volunteer base. It is the responsibility of this role to educate our volunteers on our mission, programs, and opportunities to support the organization.

Program Coordinators are responsible for the planning of the resources needed weekly to successfully execute all of the programs provided by Food For Thought Outreach. Resources include but are limited to: volunteers, food, supplies, equipment, company vans. Coordinators may have program responsibilities specific to their county of focus and will be accountable to the successful execution of those areas of work.

Program Coordinators are led and supported by managers and directors. Regular meetings and training opportunities are provided by these direct supervisors. Program Coordinators can expect daily communication and direction from their supervisors and when in need they have their support.

As a team member of Food For Thought Outreach, we work together to fight childhood hunger in our community. Our Mission comes before all other tasks and duties. Team members are advocates and representatives of our work and hold a shared passion for the Mission and Values of our Organization. Growth and Change are to be expected and welcomed in this work and will bring an ever-changing landscape for the team. As a member of a small team, we are all expected to share in the work from the day-to-day tasks to high-level strategy.

Experience | Skills | Attributes

- Highly adaptable
- 3+ year of experience working on a team or leading a team in person
- Experience with critical thinking and problem solving in a professional environment
- Strong organizational skills and personal time management
- Experience with Google Suites and willing to learn new software programs
- Enjoy working with a team in a culture of high performance expectations
- Strong in person and written communication skills. Comfortable talking with small groups of people.
- Enjoy working with volunteers of all ages and small and large groups
- Passion for our mission and commitment to the work required to deliver our program services.
- Willingness to work in a variety of settings including an office environment, pantry/warehouse and in the field providing services

Volunteer Base

- Responsible for addressing new volunteer inquiries in a timely and professional manner.
- Manage the new volunteer paperwork, training and scheduling with information maintained in the shared drive
- Support volunteer training in pantry and in the field
- Track volunteer conversion and retention rates in the shared drive
- Create and maintain the volunteer schedule for all programs and support needs while upholding the organizational expectations for volunteer management.
- Support major volunteer outreach and engagement efforts and events.
- Share critical information with supervisors in a timely manner
- Maintain work in the shared drive to support the need of the overall organization

Program Planning and Resourcing

- Planning and allocation of resources such as food, supplies, vans and equipment to meet the need of the programs.
- Maintain accurate records in the shared drive regarding inventory for food and supplies relevant to the programs
- Maintain accurate data in the shared drive for the benefit of the overall organization
- Support the seasonal planning and execution related to seasonal program changes.
- Work with the team and volunteers to accept and maintain shipment and food inventory in all locations.

Program Execution

- Lead packing groups with high levels of engagement and enthusiasm.
- Model and train program staff to the organizational expectations required for all program activities.
- Work in the field with the staff and volunteers to provide services in our year-round programs
- Share critical information with supervisors in a timely manner
- Models the program culture with a deep understanding organizational history, purpose, mission and operating standards
- Infuses awareness of organizational activities, needs and programs with volunteers and partners both internal and external

SCHEDULE AND AVAILABILITY:

Employees may be required to attend events and/or be available to work days, nights, weekends and holidays to meet the needs of the Organization. Employees may be required to work in a variety of locations to provide services throughout the year. This full time, hourly, role should expect to work an average of 34-40 hours per week with a schedule that is created to meet the needs of the programs.

CONDITIONS OF WORK:

While performing the duties of this position, the employee may be exposed to the elements including wet and/or humid conditions, extreme heat, and rain. This position requires travel within the service areas of the organization and requires the employee to regularly drive a company vehicle. Employees are frequently required to climb, sit, reach, stoop, kneel, crouch or crawl. Employees must regularly lift and/or move up to 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Job Description represents an overview of the responsibilities for the above referenced position.

It is not intended to represent a comprehensive list of responsibilities. An employee should perform all duties as assigned by management.