

## Volunteer Summer Lunch Site Coordinator

### Job Description

**Importance of Position:** Hunger prevents children from reaching their potential and diminishes their capacity to learn. Low income children who are eligible to receive a free lunch at school each day often go hungry when school is out during the summer. This volunteer will assist in management of this program to ensure that hungry children are fed.

### Qualifications:

- Available during lunch time hours during the week
- Enjoy working with children
- Experience with program coordination and supervising other adults
- Physical ability to help set up, count and serve lunches, monitor and clean up before, during and after lunch a minimum of 4 times over the summer on dates of your choosing
- Willing to undergo a background check, since you will be working with children

**Responsible To:** Name, title,

### Responsibilities:

1. Select a minimum of two full summer weeks of lunch time shifts (Monday thru Friday) – separate or concurrent weeks – shift times will fall between 11:30 a.m to 2:00 pm. Your daily shifts will be approximately 2.5 hours long, occasionally longer if delays or other issue arise.
2. Ensure that Summer Lunch Volunteers have all the materials they need to do the job, and serve as their contact person during the shift. If things are going smoothly, you may also be assisting with set up, serving lunches, monitoring children and cleaning up. After lunch, you will place the lunch order for the next day, and ensure that important paperwork is completed correctly.
3. Contact all volunteers assigned to a shift the day before to ensure they are coming. Contact and schedule substitutes if needed.
4. Attend a one hour orientation in early June. Since it is a joint project of the library and a federally funded program, you will be expected to learn and follow all federal guidelines and library/city/county regulations and procedures to avoid jeopardizing continued funding of the program.

**Training Provided:** Complete the 1 hour training for volunteers on procedures and rules in early June over a lunch hour, and a separate 30 minute training for site coordinators following that.

### Benefits of Volunteering:

- Opportunity to ensure children don't go hungry
- Chance to meet people who share your interests and concerns about our community
- Opportunity to share or gain experience with program management skills

**Time Commitment:** Minimum of two full weeks of lunch time shifts (Monday thru Friday) – separate or concurrent weeks. Approximately 25 hours over a two week period.

**Length of Commitment:** This is a summer program only

**Grounds for Termination:**

- Not keeping commitments
- Not following rules and procedures
- Inappropriate behavior with children

**Contact Person:** Name, title, phone and e-mail

**Date Revised:** 2/13