**JOB POSTING**

Chapel Hill/Carrboro Food for the Summer Program Coordinator

This person would be responsible for:

* Planning, directing and coordinating the program for new and repeat community sites
* Recruiting, supervising and training site leaders
* Following program guidelines and regulations
* Maintaining records and submitting meal requests and reports in a timely manner
* Communicating with Summer Food Service Sponsor (SFSP) sponsor, site coordinators and volunteers on a regular basis
* Interacting with children in a professional and appropriate manner
* Marketing, outreach and promotion related to the program

Requirements:

* Excellent interpersonal and organizational skills
* Ability to read and comprehend procedures, calculate arithmetic and complete forms accurately
* Ability to troubleshoot and problem solve when issues arise
* Commitment to addressing child hunger
* Reliable transportation, valid driver's license and adequate auto insurance
* Background check
* Past work with volunteers and experience coordinating a plus

Compensation:

* Hourly rate of $15.58
* Average of 30 hours per week (must include Monday through Friday from 11-2)
* Temporary position from April through August 2017



**If interested, please send cover letter and resume to:**

Kristin Lavergne, Community Services Director

Inter-Faith Council for Social Service

110 W Main St.

Carrboro, NC 27510

or

klavergne@ifcmailbox.org