

## OSU Emergency Food Pantry Position Description 2010-2011

**Organizations:** OSU Emergency Food Pantry <http://oregonstate.edu/cla/anthropology/foodpantry/home/> and Ten Rivers Food Web <http://tenriversfoodweb.org/home/>

**Mission:** The OSU Emergency Food Pantry aims to provide nutritious, culturally appropriate, local, seasonal, emergency food while providing equal treatment to all persons associated with the pantry inclusive of race, ethnicity, sex, age, disability, religion, political affiliation, familial status, sexual orientation, gender identity, military status, or marital status.

**Position Title:** Coordinator

**Summary of Position:** The Coordinator oversees and facilitates cooperative leadership and operations of OSU Emergency Food Pantry.

**Compensation:** AmeriCorps Students in Service Position Expected\* (300 hrs); Opportunity for course/internship credit encouraged; Possible hourly wage

\*Must be full or part time student and submit to a background check.

**Duration:** Summer 2010 - Summer 2011

**Duties:**

- \*Facilitate and oversee operations whenever OSU Emergency Food Pantry is open
- \*Advise and encourage Volunteer and Outreach Coordinators and all other affiliated persons
- \*Complete bi-monthly food orders from the regional food bank
- \*Maintain operations handbook to ensure continuity of operations
- \*Maintain financial records and donation records
- \*Submit monthly USDA Reports to regional food bank
- \*Prepare and present bi-annual reports to Ten Rivers Food Web Executive Board
- \*Work to diversify funding of services through grant writing, private donations, and other means
- \*Attend Ten Rivers Food Web, OSU Food Group and other meetings

**Qualifications:**

- \*Ability to maintain confidentiality
- \*Demonstrated leadership ability
- \*Excellent writing, communication and organization skills
- \*Basic word processing and spreadsheet skills
- \*Grant-writing experience

**How to Apply:** Submit a resume and a one page letter explaining your interest in this position and demonstrating your qualifications for it by Monday April 26<sup>th</sup> to [osufoodgroup@oregonstate.edu](mailto:osufoodgroup@oregonstate.edu)

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**Position Title:** Volunteer Coordinator

**Summary of Position:** The Volunteer Coordinator cooperatively leads operation of the OSU Emergency Food Pantry by training, scheduling, and supervising volunteers and also maintaining volunteer records.

**Compensation:** AmeriCorps Students in Service Position Expected\* (300 hrs); Opportunity for course/internship credit encouraged; Possible hourly wage

\*Must be full or part time student and submit to a background check.

**Duration:** Summer 2010 - Summer 2011

### **Duties:**

- \*Organize and lead volunteer training sessions
- \*Schedule sufficient volunteers to receive deliveries and assist clients whenever food pantry is open
- \*Supervise volunteer activities
- \*Facilitate bi-monthly deliveries from regional food bank
- \*Respond to communication from volunteers and fellow coordinators in a timely manner
- \*Maintain volunteer records and manuals
- \*Attend Ten Rivers Food Web, OSU Food Group and other meetings

### **Qualifications:**

- \*Ability to maintain confidentiality
- \*Ability to foster leadership and service development of volunteers
- \*Proficient communication and organizational skills
- \*Basic word processing and e-mail communication skills

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**Position Title:** Outreach Coordinator

**Summary of Position:** The Outreach Coordinator cooperatively leads and engages the campus-community in order to promote and sustain operation of the OSU Emergency Food Pantry.

**Compensation:** AmeriCorps Students in Service Position Expected\* (300 hrs); Opportunity for course/internship credit encouraged; Possible hourly wage

\*Must be full or part time student and submit to a background check.

### **Duties:**

- \*Advertise and promote food pantry project through fliers, website, and media
- \*Encourage and maintain partnerships with campus-community
- \*Monitor e-mail and phone line
- \*Respond to communication from potential volunteers, clients, and donors in a timely manner
- \*Maintain current knowledge of local food issues
- \*Attend Ten Rivers Food Web, OSU Food Group and other meetings

### **Qualifications:**

- \*Ability to maintain confidentiality
- \*Extensive networking skills
- \*Proficient writing and communication skills
- \*Experience creating, copying and formatting documents

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