**JOB POSTING**

Chapel Hill – Carrboro Food for the Summer Meal Site Coordinator

The position will be responsible for:

* Managing, directing, and coordinating volunteers for multiple meal sites
* Ensuring that Summer Food Service Program (SFSP) government guidelines and regulations are followed
* Interacting with volunteers in a professional and timely manner
* Interacting with children at each meal site in a professional and appropriate manner
* Coordinating with partnering nonprofits to provide additional services to children

Requirements:

* Excellent interpersonal and organizational skills
* Ability to stay consistently connected to designated volunteers via e-mail and phone
* Ability to read and comprehend procedures, rules, and regulations
* Ability to troubleshoot and problem solve when issues arise
* Reliable transportation, valid driver's license and adequate auto insurance
* Background check
* Past work with volunteers and experience coordinating a plus

Compensation:

* $1,200.00 stipend for the summer, paid in four installments of $300.00 throughout the temporary position
* Average of 10 to 12 hours each week, Monday –Friday 11am – 1p.m.
* Start date of June 5th, 2017 through August 25th, 2017
* First week will be training before program begins (June 5th - 9th)



**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