

# Weekend Wheels Program Coordinator



Windsor Food and Fuel Bank

JOB OVERVIEW			
JOB LOCATION	Windsor, CT	WEEKLY HOURS	Up to 10 hours per week
DIVISION / DEPARTMENT	Windsor Food & Fuel Bank	REPORTS TO	Board of Directors, Executive Committee
EMPLOYMENT TYPE	Independent Contractor	PAY SCHEDULE	Paid monthly based on hours submitted 1099 form issued annually
POSITION DETAILS			
JOB PURPOSE	The Weekend Wheels Program Coordinator will oversee inventory needs and weekly distributions. The Weekend Wheels program runs from August to June and coincides with the school year of Windsor, CT.		
DUTIES AND RESPONSIBILITIES	<p>The Program Coordinator will do and oversee the following:</p> <p>Maintain food inventory</p> <ul style="list-style-type: none"> <li>• monitor inventory in preparation of weekly distributions</li> <li>• oversee proper storage and food code dates to ensure only healthy and safe food is distributed</li> <li>• maintain list of needed items</li> <li>• place online CT Foodshare orders and coordinate pickups with volunteer assistance</li> <li>• coordinate grocery store shopping and pickups, as needed</li> <li>• coordinate with donors to receive their food collections</li> </ul> <p>Weekly menu planning</p> <ul style="list-style-type: none"> <li>• create weekly menu based on food inventory in stock and CT Foodshare food availability</li> </ul> <p>Oversee weekly distributions and volunteers</p> <p><i>Wednesday afternoon</i></p> <ul style="list-style-type: none"> <li>• food order pickups with scheduled volunteer assistance</li> <li>• distribution set up with scheduled volunteers</li> </ul> <p><i>Thursday morning (and Friday mornings, if needed)</i></p> <ul style="list-style-type: none"> <li>• work with scheduled volunteers on distribution days to oversee the successful food distribution</li> <li>• record weekly weight of food distributions</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>• provide monthly program update for reporting at Windsor Food &amp; Fuel Bank Board of Directors meeting</li> <li>• attend Windsor Food &amp; Fuel Bank Board of Directors meeting quarterly</li> </ul> <p>The Weekend Wheels Program Coordinator will work in collaboration with the Town of Windsor Social Services staff member who handles volunteer scheduling, program registrations, and marketing.</p> <p>The Weekend Wheels Program Coordinator may also have the opportunity to contribute to writing grant applications and fund-raising events.</p>		

## QUALIFICATIONS

MINIMUM EDUCATION REQUIREMENTS	High School Diploma, GED, or equivalent business experience
DESIRED SKILLS	Well-organized, independent and able to prioritize Excellent communication skills and positive interpersonal skills Ability to exercise judgment and raise questions to management Proficient computer skills including Microsoft Word, Excel, Outlook and other related applications
PHYSICAL REQUIREMENTS	Occasional bending and lifting from floor height Occasional lifting/carrying up to 40 lbs. Ability to operate a motor vehicle with a valid driver's license