

Gleaners Community Food Bank of SE MI Job Description

Job Title: Program Supervisor
Reports To: Program Manager
FLSA Status: Exempt
Department: Program Services
Last Update: June 2018

The Program Supervisor is a full-time position responsible for executing the **volunteer activities** of the **Cooking Matters Program**.

Essential Duties and Responsibilities

1. Develop and implement a comprehensive volunteer recruitment plan.
2. Recruit, train, schedule and monitor volunteers in the Cooking Matters classes. Provide coaching and feedback to volunteers as needed to achieve program goals and adhere to program standards.
3. Develop and implement volunteer training materials.
4. Maintain accurate volunteer records, including management of all volunteer information in the Cooking Matters database and tracking of monthly volunteer metrics.
5. Facilitate background checks for all Cooking Matters volunteers and appropriately maintain records of confidential information.
6. Maintain regular communication with volunteers, including but not limited to newsletter and website.
7. Coordinate volunteer retention and recognition efforts. Plan the annual volunteer recognition event.
8. Facilitate the Volunteer Advisory Committee, including committee meetings and member recruitment.
9. Coordinate and facilitate Cooking Matters classes.
10. Coordinate all aspects of partnering agency relations.
11. Coordinate, direct and supervise the daily work of AmeriCorps staff; including participation in the recruitment, selection and on-boarding processes.
12. Assist with the promotion and outreach to potential sites and volunteers, including any fundraisers affiliated with program outreach.
13. Produce monthly reporting of outcomes for program, including monthly reports of volunteer hours.
14. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education and other activities.
15. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
16. Other duties as assigned.

Scope of Position

Budgetary Responsibility:	Low
Personnel Responsibility:	Low
Access to Confidential Info:	Moderate
Supervisory responsibility:	Moderate
Customer Contact:	Donors: Low Volunteers: High Partner Agencies: Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. Bachelor's degree with previous volunteer management or supervisory experience is preferred.
2. Requires strong communication skills.
3. Requires the ability to work with diverse populations.
4. Requires the ability to work independently.
5. Requires flexibility of scheduling, including evenings and weekends.
6. Requires a valid driver's license and proof of insurance.
7. ServSafe certification desirable, but not required.

Language Ability

Excellent verbal and written skills.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to understand and carry out instructions furnished in written, oral, or diagram form.

Equipment

The position requires operation of standard office equipment and residential and commercial kitchen equipment, pallet jack.

Physical Demands

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of walking or standing are required.