

# Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato Project • Harvest of Hope



## SATELLITE AREA GLEANING COORDINATOR - CONTRACT

Title: Northern Neck, Virginia

**Job Description:** To assist in coordinating gleaning efforts, activities and events for the Society of St. Andrew (SoSA).

**Duration of Contract:** Through the summer and fall

### Specific Duties and Responsibilities:

- 1) Identify and recruit growers, gleaners and hunger relief agencies.
- 2) Organize and execute gleaning events at least once or twice a week during the summer and most Saturdays during the fall season.
- 3) Coordinate the transportation of produce from gleaning events to feeding agencies.
- 4) Supervise gleaning events to ensure the safety of participants and respect for grower's property.
- 5) **Ability to lift 25 pounds**
- 6) Coordinate the taking of pictures at gleaning events to share with supporters.
- 7) Communicate:
  - a) Provide clear instructions to gleaners, answering any questions about program and provide follow up information. This includes getting signed waiver forms.
  - b) Keep the growers informed of activities and results from gleaning events.
  - c) Keep accurate records of all gleaning events and provide to Program Coordinator by the 5<sup>th</sup> of the following month, please include travel expense voucher and hours worked record
  - d) Keep in regular contact with SoSA staff, expressing achievements, opportunities and problems.
  - e) Communicate well with all 3<sup>rd</sup> party agencies to support continued relationship building.

### Expectations and Compensation:

- A. Position available based on growing and harvesting seasons
- B. Salary is \$ 9.00 per hour
- C. Expected hours per week: 20 (average expected for year would be 520 hours)
  - a. Average is 2 gleanings per week for approximately 26 weeks
  - b. Position requires working Saturday during gleaning season and Sunday for church visits.
- D. This is a part time position. Federal, State taxes and Social Security will be withheld. Mileage for events will be compensated.
- E. Monthly compensation: Paychecks will be issued twice a month from the SoSA National office (on the 15<sup>th</sup> and the last day of the month).

Sign/Date – New Hire

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Sign/Date – Program Coordinator/Regional Director

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