

# Society of St. Andrew

[www.endhunger.org](http://www.endhunger.org)

## Harvest of Hope Director – Job Description

<b>Title:</b>	Harvest of Hope Director
<b>Reports to:</b>	Operations Director
<b>Basic Function:</b>	Responsible for overseeing all aspects of SoSA’s mission-workcamp program for young people and intergenerational groups, including re-development post-COVID as a forward-looking set of programs with multiple delivery options
<b>Work Location:</b>	National headquarters in Big Island, VA OR one of our existing regional network offices (Birmingham, Jackson, Macon, Orlando, Indianapolis, Nashville, Charlotte, Durham, or Salisbury, MD)
<b>Starting Salary:</b>	\$47,500
<b>Additional:</b>	Position is full-time. Email résumé and cover letter to <a href="mailto:hr@endhunger.org">hr@endhunger.org</a>

### Program Description

Harvest of Hope (HoH) is a dynamic mission workcamp/retreat program that offers week-long and weekend camp-type events throughout the year for faith-based youth and intergenerational groups interested in poverty and hunger-related issues. Each event combines hands-on service through gleaning produce from fields, coordinating distribution to local hunger relief agencies, worship and a wide range of study topics. Those participating conclude the week with a pledge and a plan to “do something” about hunger in their own community upon returning home.

These retreats provide “spiritual mountaintop” type experiences for 500 or more participants each year. Through an integrated curriculum Harvest of Hope events are designed to increase awareness about poverty and hunger in the U.S. and around the world, and to explore how our faith calls us to respond.

### Organization Description

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$3.6 million annual operating budget, seeks dynamic, organized individual with a background in youth and adult programming in a mainline church setting to lead the organization’s 35+ year old mission workcamp program, Harvest of Hope. The Society of St. Andrew (SoSA) brings people together to harvest and share healthy food, reduce food waste, and build caring communities by offering nourishment to hungry neighbors. The Harvest of Hope program is an integral part of SoSA’s mission.

### Specific Duties and Responsibilities

#### Program Development

- Work with Executive Director to flesh out vision for the Harvest of Hope program and focus possibilities into a dynamic, potentially life-changing program for participants.

- Develop a program leadership structure that maximizes volunteer leadership, trains and utilizes energies that program interns bring, and honors work-life balance for yourself.
- Update and develop event-related curriculum and materials for a variety of delivery methods, including standard program, build-your-own, leader fly/drive-in, and Zoom
- Work with webmaster to create HoH follow-on website, for groups to report on their back-home projects, demonstrating SoSA's ripple effect and continuing to cultivate participants after their workcamp experience

### **Program Leadership and Oversight**

- Recruit, train and supervise event volunteer leaders
- Train staff, promote, and follow SoSA's child protection policy
- Serve as workcamp director when needed
- Participate as SoSA representative on-site in many events
- Hire/train/supervise summer interns
- Maintain and cultivate relationships with camp facilities for hosting of events
- Approve camp facilities and cost structure for each event
- (Potentially) Hire/train/supervise P/T Florida/SE program director

### **Program Promotion**

- Speak to prospective retreat participant groups about the program
- Work with Marketing & Communications team to develop and distribute promotional materials
- Work with webmaster to keep HoH webpages up to date
- Author newsletter articles and other program related materials

### **Program Administration**

- Work within annual budget constraints; develop event costs that work within the budget
- Develop a deposit payment schedule for participants that maximizes participation and minimizes loss to SoSA's budget when groups drop out
- Identify, request, and implement a registration software program that meets program needs.
- Track hours and submit payroll for interns and (potential) P/T Florida staffer
- Process reimbursement vouchers for interns, (potential) P/T Florida staffer, and yourself
- Coordinate regularly with other SoSA staff, especially regions helping with HoH events for smooth integration of programs
- Work to achieve 12-18 month advance planning and announcement for each workcamp event
- Track useful, requested, and required program metrics
- Submit required paperwork on prescribed schedule
- Work with Marketing & Communications Director to create useful photo archive
- Participate as time allows in meeting of SoSA's program and development teams

### **Participant Cultivation**

- Prepare and schedule all program correspondence including preparatory materials and follow-up communications and participant experience surveys

- Work with Development Director to invite participants to become donors to SoSA, through a Harvest of Hope St. Andrew Club or some other means
- Work with National Program Coordinator and National Volunteer Coordinator to invite participants to become SoSA volunteers back home
- Promote, develop, and actively seek content for HoH follow-on website

### **Administrative/General**

- Administrative duties related to operating retreat programs
- Work with other SoSA staff in related administrative duties
- Program budget development and execution
- Update and utilize program related database
- Represent SoSA in a wide variety of public and private forums, conferences, etc.

### **Job Requirements**

- Coursework, degree, or equivalent experience in camp or retreat programming and leadership, Christian Education, hunger studies, agriculture, teaching, or related fields
- At least 5 years' progressively responsible work experience
- At least five years older than oldest high school event participants
- Strong track record supervising and training volunteers
- Excellent verbal and written communication skills
- Excellent computer skills
- Leadership and delegation skills
- Positive, upbeat attitude and high energy level
- Interest in working with young people and adults
- Flexible in the face of changing situations and circumstances
- Ability to coordinate multiple tasks simultaneously
- Ability to stoop, bend, and lift up to 25 lbs regularly

### **Other**

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.

### **Work Hours and Conditions**

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia or at another of our regional network offices (Birmingham, Jackson, Macon, Orlando, Indianapolis, Nashville, Charlotte, Durham, or Salisbury, MD). Regular (September-May) office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work will be required. Overnight travel will be required 10-15% of the time; travel will happen primarily in the summer. All necessary office equipment, furnishings, and supplies will be provided.

## **Benefits**

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays up to 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 11 paid holidays annually.