

Society of St. Andrew

www.endhunger.org

North Mississippi Area Gleaning Coordinator – Job Description

Title: North Mississippi Area Gleaning Coordinator
Reports to: Mississippi Program Coordinator
Starting Salary: \$15/hour plus travel and other reimbursements
Additional: Position available immediately. Email résumé and cover letter to hr@endhunger.org. Please reference the North Mississippi Area Gleaning Coordinator position when applying.

I. Basic Function

To execute the ministry of SoSA in feeding hungry people through the recovery and distribution of nutritious food that would otherwise be wasted. Area Gleaning Coordinators primarily further SoSA's mission in specific, multi-county regions, although they are expected to work outside of their territories on very large projects or on an as-needed basis. Coordinators are supported by and report to the Mississippi regional office. This is a year-round, part-time position that averages 15 hours a week, however, some weeks (particularly during harvest season) will require more time and some weeks (usually during the offseason) will require less.

II. Specific Duties and Responsibilities

A. Coordinate, maintain, and grow the regional Gleaning Network

Identify and recruit growers, gleaners and hunger relief agencies in the North Mississippi area. The area within the North MS which is defined as the areas of and in the space of the counties of: Desoto, Tate, Marshall, Lafayette, Panola, Tunica, Coahoma, Quitman, Bolivar, Sunflower, Tallahatchie, Yallobusha, Calhoun, Grenada Leflore, Washington, Humphries, Holmes, Carroll, Montgomery and Attala.

1. Organize and execute gleaning events at least once or twice a week during the summer and some Saturdays during the fall season.
2. Coordinate the transportation of produce from gleaning events to feeding agencies.
3. Supervise gleaning events to ensure the safety of participants and respect for the grower's property.
4. Ability to lift 25 pounds
5. Coordinate the taking of pictures at gleaning events to share with supporters.
6. Communication responsibilities:
 - a) Provide clear instructions to gleaners, answering any questions about the program and provide follow up information. This includes ensuring waivers are signed.
 - 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
 - d) Keep in regular contact with SoSA staff, expressing achievements, opportunities and problems.

- e) Communicate well with all third party agencies to support continued relationship building.

B. Record maintenance and reporting

1. Maintain records of all active gleaning volunteers, farmers, and receiving agencies. Volunteer list to include address, phone number, availability, trucks and field supervisor experience. Agency list to include a contact name, address, phone number. Farmer list to include contact, address, phone number, crops
2. Work with Program Coordinator to audit farmer and agency lists annually.
3. Keep accurate records of all gleanings on individual Gleaning Reports and submit to the regional office on the last day of each month. Form is provided.
4. Submit Monthly Coordinator report by the last day of each month. Form is provided.
5. Promptly respond to the regional office and include regional office in notification of gleaning events.

C. Participate in annual program and employee evaluation

1. Participate in an annual evaluation of area coordinator's fulfillment of aforementioned responsibilities and duties.
2. Participate in program evaluation and goals development with the Mississippi Regional office.

II. Expectations and Compensation:

- 1) Hours available based on produce availability and growing seasons.
- 2) Rate of pay is **\$ 15.00 per hour**.
- 3) Expected hours per week: 10-15 (average). Not to exceed 360 total hours during contract period.
 - a) Position requires working Saturday during gleaning season and (occasionally) Sunday for church visits.
- 4) This is a part time position. Federal, State taxes and Social Security will be withheld. Mileage for events will be reimbursed at the rate as allowed by the Federal Government **\$0.58.5/mile up to \$600**.
- 5) Administrative expenses: Up to \$60/year for postage, office supplies and printing. Large printings or mailings can be handled at the regional office.
 - a) Any other expenses will only be reimbursed if pre-approved by the regional office director. Health and other similar benefits are not provided.
- 6) All employment positions at the Society of St. Andrew are classified as "at will" positions within the context of employment law. Acceptance of a job offer with the Society of St. Andrew does not constitute a formal employment contract for any fixed period of time. The employment relationship can be terminated by either the employee or employer at any time while complying with the policies of the personnel manual. SoSA will conduct a background check upon your acceptance of this offer.