



# Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Florida Gleaning Network

## Area Coordinator Job Description

**Title:** Northeast Florida Area Coordinator

**Duration of Contract:** Contract dates are seasonal and flexible depending on the growing season.

**Location:** Remote- work from home with travel throughout Marion, Levy, Alachua, and Suwannee Counties.

### 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 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 Florida regional office. This is a seasonal, part-time position.

### II. Specific Duties and Responsibilities

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

Set up field gleaning and produce salvage events throughout the designated areas in Northeast Florida.

1. Recruit and organize regular volunteers to harvest and transport produce from local farms to hunger relief agencies. Cultivate committed volunteers to lead gleaning events.
2. Build relationships with existing farm partners and forge new relationships with potential farm partners.
3. Conduct outreach to community partners and volunteers. Event tabling may be required.
4. Organize and execute gleaning events, including transportation of produce from field to hunger relief agencies, potentially once or twice a week during the harvest season.
  - a. Supervise gleaning events to ensure the safety of participants and respect for farmer's property.
  - b. Must have the ability to lift at least 25 pounds.
  - c. Communicate clear instructions to volunteers, answer questions about the program and provide follow-up information.
  - d. Maintain communication with all parties involved before, during, and after the event, including follow-up communications and reporting.
  - e. Field gleanings should be offered as frequently as possible, taking into consideration seasonal and weather-related issues.
5. Maintain and care for the current volunteer base.
6. Maintain contact with and offer appreciation for currently participating farmers.
7. Maintain and develop a network of agencies able to receive produce.
8. Work with the regional office to distribute large loads of produce when available.
9. Obtain boxes, bags, etc. from local sources for use at gleanings.
10. Participate in any required SoSA training including grower safety training, field gleaning training, onboarding with Regional staff, and other training as assigned.

#### B. Represent SoSA through speaking engagements and other public relations opportunities

1. Respond to informational requests from media contacts and potential gleaners and growers.
2. Speak to local groups and churches about SoSA and regional gleaning and giving opportunities. (Hand-out materials and displays can be obtained from the regional office.)
3. Staff exhibit booths at conferences, regional meetings, etc., as needed.
4. Notify local press of Gleaning Network events.
5. Arrange for photos of gleanings to be taken for SoSA newsletters and publications.

### **C. Record maintenance and reporting**

1. Maintain records of all active gleaning volunteers, farmers, and receiving agencies
  - a. Volunteer list to include address, phone number, availability, trucks and field supervisor experience
  - b. Agency list to include contact name, address, phone number
  - c. Farmer list to include contact, address, phone number, crops
2. Work with Program Coordinator to audit farmer and agency list 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. Submit time and mileage reports every two weeks. Reports are due the last business day of the month. Form is provided.
6. Promptly respond to regional office and include regional office in notification of gleaning events.

### **D. Participate in annual program and employee evaluation**

1. Participate in an annual evaluation of Area Coordinator's fulfillment of the aforementioned responsibilities and duties.
2. Participate in program evaluation and goals development with the Alabama Regional office.

### **III. Qualifications**

The Area Coordinator should be a creative and highly motivated self-starter with excellent organizational and communication skills, in addition to a passion for feeding the hungry. Since this position is established away from the regional office, area coordinators work from home. Some physical labor when leading gleaning events is to be expected. Area Coordinators must be willing to work a flexible schedule, including evenings and weekends as needed. SoSA is a grassroots community-building organization that works with many faith-based organizations. Candidates must be comfortable with engaging with people of diverse backgrounds and faiths. Access to a personal computer, internet, and a vehicle is required.

### **IV. Compensation**

- A. Wages:** Position is 780 hours per year (averaging 15 hours per week) at \$15.00 per hour, paid semi monthly. Overtime is not permitted without prior approval from the Regional Director. However, additional hours up to 780 hours total for the calendar year may be discussed later. Hours may vary week-to-week, according to need, but **may not exceed 40 hours in a two-week period**. Working hours are dependent upon the local growing season. Required training will be paid at this rate as well. This is a part-time position. Federal, State taxes and Social Security will be withheld. Health and other similar benefits are not provided.
- B. Mileage:** mileage reimbursed at the rate as allowed by the Federal Government. Mileage is limited to 980 miles total (~60 miles per week on average (may vary week to week)) Mileage for events will be reimbursed at \$0.425/mile. The mileage limit may be adjusted by the regional office as deemed necessary.
- C. Administrative expenses:** Printings or mailings can be handled at the regional office. Any other expenses will only be reimbursed if pre-approved by the regional office director.

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 any job offer.

### **V. To Apply**

Position available immediately. Email résumé and cover letter to [hr@endhunger.org](mailto:hr@endhunger.org). Please reference the Northwest Coordinator position when applying.