

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Tennessee Gleaning Network • Kelsey Miller • Program Coordinator
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SATELLITE AREA GLEANING COORDINATOR

Title: Satellite Coordinator for Southeast Tennessee

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

Duration of Contract: June 1, 2021 to November 30, 2021 (exact start/end dates are flexible)

Specific Duties and Responsibilities:

1. Identify and recruit growers, gleaners and hunger relief agencies in the Southeast Tennessee area. This includes Giles, Lincoln, Lawrence, Moore, Marshall, and Franklin counties.
2. Organize and execute gleaning events at least once or twice a week during the summer and some 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. Communication responsibilities:
 - a. Provide clear instructions to gleaners, answering any questions about program and provide follow up information. This includes assuring 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.

Expectations and Compensation:

- 1) Hours available based on produce availability and growing seasons.
- 2) Rate of pay is \$ 9.50 per hour.
- 3) Expected hours per week: 12 (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 \$0.42/mile up to \$600.
- 5) 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.