



## **Society of St. Andrew – Virginia-2023 Winchester, VA Area Coordinator Job Description**

**Title:** Winchester, VA Gleaning Coordinator

### **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 VA regional office in Big Island. This is a part-time position.

### **II. Specific Duties and Responsibilities**

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

Set up gleaning and salvage events in the following counties: Frederick, Shenandoah, Page, Warren, Clark, Rappahannock, Fauquier, Loudoun, Fairfax, Prince William and Rockingham Counties in VA. Field gleanings should be offered as often as possible (usually weekly) during harvest season and preferably more frequently, taking into consideration seasonal and weather-related issues.

1. Maintain and care for the current volunteer base.
2. Maintain contact with and offer appreciation for currently participating farmers.
3. Maintain and develop a network of agencies able to receive produce, including large loads.
4. Work with the VA Program Coordinator to distribute large loads of produce when available.
5. Cultivate committed volunteers to lead gleaning events.
6. Recruit new volunteers, gleaners, and truck drivers.
7. Locate and build relationships with new farmers to allow gleaning events.
8. Obtain boxes, bags, etc. from local sources for use at gleanings.

#### **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. Request hand out materials and displays 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
  - Volunteer list to include address, phone number, availability, trucks and field supervisor experience
  - Agency list to include contact name, address, phone number
  - Farmer list to include contact, address, phone number, crops
2. Work with Program Coordinator to edit farmer and agency lists annually.
3. Keep accurate records of all gleanings on individual Gleaning Reports and submit to the regional office by the third day of the following month. Form is provided.

4. Submit coordinator timesheet report twice a month: by the 18<sup>th</sup> of the month (for work done the first through the 15<sup>th</sup>) & by the third day of the following month (for work done 16<sup>th</sup> through the last day of the month). Form is provided.
5. 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 aforementioned responsibilities and duties.
2. Participate in program evaluation and goals development with the SoSA Big Island office and regular supervision with the Program Coordinator in Big Island.

**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, coordinators work from home. Some physical labor when leading gleaning events can be expected. Coordinators must be willing to work some Saturday mornings. Access to a personal computer, internet, and a vehicle is required.

**IV. Compensation**

Position is approximately 260 hours per year (averaging 20 hours per week, August 1<sup>st</sup> – October 30<sup>th</sup>, 2023) at \$15.00 per hour, paid twice monthly. Hours vary week-to-week, according to season.

**Mileage:** mileage reimbursed at \$.585/authorized mile

**Administrative expenses:** Up to \$60/year for postage, office supplies and printing. Large printings or mailings can be handled at the regional office. Other program expenses will be reimbursed upon prior approval from VA Program Coordinator.

Any other expenses will only be reimbursed if pre-approved by the regional office director. Health and other similar benefits are not provided.

To apply, please submit a cover letter and a resume to D'Lynn Burgess, Human Resource Director, via email at [hr@endhunger.org](mailto:hr@endhunger.org). Applications will be received until the position is filled.