

# Society of St. Andrew

Gleaning America's Fields ~ Feeding America's Hungry

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## Indiana Gleaning Network

### **SOUTHWEST INDIANA AREA GLEANING COORDINATOR JOB DESCRIPTION**

#### **Title: Southwest Indiana Area Gleaning Coordinator**

##### Basic Function:

Gleaning is harvesting leftover produce after the farmer has harvested their fields. The Central Indiana Area Gleaning Coordinator will assist the Program Coordinator with organizing and leading gleanings in Southwest Indiana including Vigo, Clay, Owen, Sullivan, Green, Monroe, Brown, Bartholomew, Jackson, Lawrence, Washington, Orange, Martin, Davies, Knox, Gibson, Pike, Dubois, Crawford, Harrison, Perry, Spencer, Warrick, Vanderburgh and Posey counties for Society of St. Andrew (SoSA). This job would involve all groups gleaning in this area and events for the Society of St. Andrew.

##### Specific Duties and Responsibilities:

1. Recruit and organize regular volunteers to harvest and transport produce from local farms to hunger relief agencies.
2. Identify farmers markets to glean; provide all logistical planning and volunteer recruitment support.
3. Build relationships with existing farm partners and forge new relationships with potential farm partners.
4. Conduct outreach to community partners and volunteers. Event tabling may be required.
6. 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. Supervise gleaning events to ensure the safety of participants and respect for farmer's property. Must have the ability to lift at least 25 pounds.
7. Communicate clear instructions to volunteers, answer questions about the program and provide follow-up information. Maintain communication with all parties involved before, during, and after the event, including follow-up communications and reporting.
8. Must have a flexible schedule to be available to work weekdays and occasional Saturdays and evenings 15-20 hours per week.

##### Qualifications:

Motivated and outgoing individual with excellent organizational skills who enjoys the outdoors and working with people. A self-starter with great initiative and good follow through skills. Experience working remotely is a plus. Familiar with basic computer skills and access to a personal computer and cell phone. Physical labor is required when gleaning. The position requires a valid driver's license and access to reliable personal transportation. Significant local travel will be required. Must be 21 years of age or older to apply.

##### Expectations and Compensation:

1. Position is part-time from for a total of 360 hours. Hours are based upon the needs and timing of crops and harvest.
2. Pay is \$15.30 an hour. Mileage is reimbursed, up to 100 miles per trip.
3. Federal, state taxes and Social Security will be withheld.
4. Area Coordinators report to and work closely with the Program Coordinator.
5. This is a grassroots community building position. Must be comfortable with engaging with people of diverse backgrounds and faiths.

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