

POSITION DESCRIPTION

THE BRIDGE OF STORM LAKE SUMMER PROGRAM

SUMMER FOOD COORDINATION INTERN

THE BRIDGE OF STORM LAKE
ATTN: JAY DAHLHAUSER
529 SENECA ST.
STORM LAKE, IA 50588
jay@thebridgeofstormlake.com

The Bridge of Storm Lake has an opening for a **Summer Food Coordination Intern**, an energetic, conscientious, and detail-oriented individual who enjoys making a difference in the Storm Lake community and being part of a team.

TERMS OF EMPLOYMENT:

Background Check: A background check will be conducted on the final candidate.

Eligibility: Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2018. Submit written enrollment verification from their college or university confirming the student's enrollment status to Campus Compact. Applicants must have a valid drivers license.

Work Schedule & Conditions: This is a full time (35 hours per week) position. This position is not eligible for sick, vacation, and holiday leave during employment. Must be available during the hours of 8:30am-4:30pm Mondays and Thursdays; 8:30am-2:30pm; 5:00pm-8:00pm Tuesday and Wednesdays and 9:30 am- 3:30 pm Friday's in the months of June and July 2020.

Benefits: SALARY. The individual shall receive a \$3,000 salary distributed bi-weekly in equal amounts for the duration of employment. PROFESSIONAL DEVELOPMENT. Campus Compact and The Bridge of Storm Lake will provide an in-person orientation and three professional development opportunities to the employee.

Evaluation: The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation

RESPONSIBILITIES:

Purpose: Coordinate food for the Cultivate Training Garden and Learning Loss Prevention summer program, Coordinate with school lunch program leaders for the days and times the youth will utilize Lunch Program, manage lunches that are outside of the school lunch program, manage weekly Youth Night Meals, and weekly Neighborhood Night Outreach events.

Duties:

- Plan paper invitation prior to weekly neighborhood night events.
- Print invite and take to neighbors with the host in advance.

- Coordinate with volunteers and community partners (Businesses and organizations) to prepare or provide food.
- Coordinate with summer program leaders for timing and appropriate food and snacks during each program.
- Set up and clean up after meals or snacks. Lead team in proper food handling.
- Ensure that all supplies and equipment are stored correctly.
- Send thank yous to hosts, partners and volunteers after the events.

Community Impact: Support over 125 new youth from immigrant or refugee families in Storm Lake by providing food to bring the community together over meals or snacks. The youth in the community will be impacted by providing healthy meals and snacks to help decrease hunger needs during the summer months when students are not in school and parents are at work.

QUALIFICATIONS:

Individuals must be organized, able to lead others, be willing to serve under others on a team, outgoing, understand food safety requirements, experienced and/or educated in human nutrition and competent on computer word processing programs.

LEARNING OBJECTIVES:

Career Development: This individual will gain experience in working knowledge of a nonprofit, leading a team, volunteer coordination, and community engagement

Skill Development: Individuals will develop skills including public speaking, community development, organization, management, and use of simple design software.

Personal Growth and Development: They will grow in compassion for people of other cultures, economic classes, and young people that may suffer from adverse childhood experiences. They will develop strategies in community outreach and building resilience among young people.