



# Positional Descriptions

<b>Job title</b>	<b>Chair</b>
<b>Reports to</b>	VAC President, advised by Graduate Assistant
<b>Program Area</b>	Jane B. Gearhart Full Circle Campus Food Pantry

## Job Purpose

Full Circle Campus Food Pantry Chair is responsible for the efficient operations and continuous growth of the food pantry. The chair is a support system for fellow pantry board members and holds the board accountable for insuring duties are being fulfilled. The food pantry chair is actively finding new ways to drive the pantry to success.

## Duties and Responsibilities

Working at the food pantry during open hours:

- Filling request orders
- Portioning food
- Checking for expiration dates
- Shelving a donation
- Ensuring volunteers and board members needs are being met
- Working with clients and answering questions
- Proving SNAP assistance

Working with the pantry board members:

- Delegating responsibilities to the respective board member
- Making sure deadlines and tasks are being met
- Assisting board members with specific tasks
- Collaborating with the board members on new ideas
- Communicating over food pantry events and news

Chair responsibilities:

- Ensuring pantry goals are being executed
- Identifying the small and large tasks that need to be completed
- Maintaining good relationship with the VAC, University of Arkansas, and external community
- Checking emails regularly
- Providing board members and volunteers with any assistance and support

## Qualifications

Qualifications include:

- Education: Undergraduate student from the University of Arkansas
- Skills: Being able to work well in a team, delegating responsibilities, organized, initiator, communicator, conflict management skills
- Personal characteristics: Being open to new ideas and having a friendly and positive attitude
- Professional Certification: None
- Experience: One year of working with the food pantry

## Working Conditions

The chair is expected to work during pantry open hours and assist with the food drive coordinator with donations. The chair may help pick up donations in the evening or on weekends. They will be working with a variety of clients and volunteers.

### Physical Requirements

As a board member of the food pantry, the chair is responsible for performing day to day tasks in the pantry. This may include standing for long periods of time and shelving items. The chair is expected to help with donations, which may require heavy lifting.

### Direct Reports

Committee members, interns and pantry volunteers

<b>Job title</b>	<b><i>Community Outreach Coordinator</i></b>
<b>Reports to</b>	<i>Chair</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Food Pantry</i>

### Job Purpose

Jane B. Gearhart Full Circle Campus Food Pantry is looking to build strong relationships with the Northwest Arkansas community to increase our supply of fresh items in the pantry. The Community Outreach Coordinator will communicate with external parties to ensure an increase in goods and services that would expand the current products/services offered at the food pantry.

This position would most likely be overseeing an off-campus pantry garden. Would this be something you would be interested in?

### Duties and Responsibilities

Working at the food pantry during open hours:

- Filling request orders
- Portioning food
- Checking for expiration dates
- Shelving a donation
- Ensuring volunteers needs are being met
- Working with clients and answering questions

Working the Pantry Garden (tentative)

- Collaborating with various organizations on and off-campus to develop a strategy for the pantry garden
- Overseeing and delegating tasks to garden volunteers
- Ensuring proper harvesting and delivery of produce
- Communicating with pantry board members over the garden's condition

Community Outreach Coordinator's Responsibilities:

- Building partnerships with various businesses around NWA to increase the variety of items at the food pantry (potential items include breads, eggs, etc.)
- Communicating with business over potential donations
- Creating innovative ideas to engage the NWA community with Full Circle Campus Food Pantry
- Working with board members to coordinate off-campus donations

### Qualifications

Qualifications include:

- Education: Undergraduate student from the University of Arkansas
- Skills: Being able to work well in a team, great talking skills, organized, strong work ethic, communicator, great time management skills
- Personal characteristics: Flexible, personable, initiator
- Professional Certification: None
- Experience: Volunteer experience preferred

### Working Conditions

The Community Outreach Coordinator will help with the day to day running of the food pantry. They will work with board members, volunteers, and clients. They will be communicating with external parties to create relationships/partnerships.

### Physical Requirements

As a board member of the food pantry, every position is responsible for performing day to day tasks in the pantry. This may include standing for long periods of time and shelving items. The board member is expected to help with donations, which may require heavy lifting.

### Direct Reports

Pantry Volunteers

<b>Job title</b>	<i>Mobile Pantry Coordinator</i>
<b>Reports to</b>	<i>Chair</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Food Pantry</i>

### Job Purpose

Jane B. Gearhart Full Circle Campus Food Pantry Mobile Pantry Coordinator is responsible for overseeing the logistics and operations of the mobile pantry in coordination with AmeriCorps VISTA members. The mobile pantry will be traveling to various satellite campus locations of the University of Arkansas around Fayetteville. It is the Mobile Pantry Coordinator's responsibility to manage the distribution of the food by working with volunteers and ensuring all operations are being met.

### Duties and Responsibilities

The Mobile Pantry will be launching Summer/Fall 2016. Since this is a new program for Full Circle Food Pantry, duties and responsibilities may change due to the AmeriCorps VISTA members. The goal of this first year is to develop systems and best practices to ensure the continuation of the program. There will be professional assistance and guidance for this position since it will be a newly launched program.

Working at the Mobile Pantry:

- Filling request orders
- Organizing request orders in Mobile Pantry by location
- Driving van to various locations
- Distribution request orders

Mobile Pantry Coordinator responsibilities:

- Ensuring request orders are being filled
- Identifying strategic goals for logistics and operations
- Cleaning the Mobile Pantry
- Communicating with Food Pantry Board over Mobile Pantry updates

- Providing mobile pantry volunteers with any assistance and support

## Qualifications

Qualifications include:

- Education: Undergraduate student from the University of Arkansas
- Must possess a valid driver's license, insurance and a good driving record. A check of driving records will be required.
- Skills: Being able to work well in a team, delegating responsibilities to volunteers, organized, strong work ethic, communicator, great time management skills
- Personal characteristics: Flexible, personable, initiator
- Professional Certification: None
- Experience: Volunteer experience preferred

## Working Conditions

The Mobile Pantry Coordinator will be interacting with various volunteers and clients. They will be encouraged to drive the Mobile Pantry from time to time.

## Physical Requirements

As a board member of the food pantry, every position is responsible for performing day to day tasks in the pantry. This may include standing for long periods of time and shelving items. The board member is expected to help with donations, which may require heavy lifting.

## Direct Reports

Pantry volunteers

<b>Job title</b>	<i>Volunteer Coordinator</i>
<b>Reports to</b>	<i>Chair and/or Intern</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Food Pantry</i>

## Job Purpose

The Volunteer Coordinator's job is to recruit and organize all volunteers for Full Circle weekly operation, special events, and food drives. This includes outreach to potential new volunteers as well as keeping up with current volunteers. The Coordinator organizes the extra hands for events and pickups and for the weekly volunteers that volunteer during open hours.

## Duties and Responsibilities

Recruit and organize weekly volunteers into shifts

- This includes sending out applications to various contacts at the beginnings of semesters
- Setting up a time for the pantry board to choose people for the weekly shifts
- Contacting volunteers with the time of their shift and the time/date of the training sessions

Manage the Extra Hands volunteer list

- This includes keeping the list current and adding and removing volunteers when needed
- Contacting the list when extra help is needed for a large donation or project

Manage attendance of and stay in contact with shift volunteers

- Keep up with volunteer attendance and contact volunteers if regular attendance is in question
- Keep volunteers aware of pantry news and developments

Organize volunteer appreciation at the end of the semester

All of the pantry board works as a team on special projects and donation pickups so be prepared to work with your fellow board members on day to day running of the pantry and events that do not fall under one specific job description

### Qualifications

Qualifications include:

- Knowledge of the pantry and it's general operating procedures
- Good communication skills
- Working knowledge of computer operation since most of the tools for keeping up with volunteers is done using a computer
- Good organizational skills

### Working Conditions

The Volunteer Coordinator will be expected to be at the pantry during at least some of the open hours. They should also be prepared to keep up with and answer email on weekends and to verify hours on GivePulse regularly.

### Physical Requirements

The job itself is not physically demanding but everyone working in the pantry ends up helping to organize, and transport donations and orders which often include heavy cans and jars.

### Direct Reports

Regular shift pantry volunteers (not board positions)  
Extra Hands volunteers

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<b>Job title</b>	<i>Food Drives Coordinator</i>
<b>Reports to</b>	<i>Chair</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Food Pantry</i>

### Job Purpose

The food drive coordinator's main responsibility is to organize the pantry's food drives, including the Lambda Chi Watermelon Bust, Homecoming and Food Fight. The coordinator should volunteer as many shifts as possible and work to keep fellow board members informed of the operations of the pantry's efforts to build and maintain inventory.

### Duties and Responsibilities

- Organize Food Fight
  - Coordinate Food Fight events with Mizzou which is held during spring semester
- Work with Lambda Chi to organize Watermelon Bust
  - Contact the philanthropy chair to determine event schedule
- Coordinate the homecoming food drive
  - Contact SAA to determine schedule
  - Assist with volunteers and intake
- Work with and secure various food drives as contacted by other organizations
  - Assist individual organizations in determining dates and food donated in each event

### Qualifications

Qualifications include:

- Education
  - Student in good standing at the University of Arkansas
- Specialized Knowledge/Experience
  - Previous volunteer experience at Full Circle
  - Other philanthropic experiences especially in food collection and distribution
- Skills
  - Written and oral communication skills
  - Able to lift 15-20 pounds
- Other Characteristics
  - Amiable
  - Attention to detail
  - Coachable

### Working Conditions

This job requires occasional evening and weekend attendance, working with a variety of clients, and some unconventional hours.

### Physical Requirements

The physical demands of this job include lifting a variety of food products, standing and walking for extended periods of time and transporting food both outdoors and indoors.

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<b>Job title</b>	<i>Data &amp; Donations Coordinator</i>
<b>Reports to</b>	<i>Chair</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Food Pantry</i>

### Job Purpose

The purpose of this job is to make sure all donations are accounted for and to calculate the amount of food that comes in and out of the pantry. Donators are given thank you emails and some are given mailed ones. This position also manages the client database and ensures that user data is entered and maintained. Assist the pantry in other needs as they come up

### Duties and Responsibilities

#### Donations

- Make sure all donators fill out thank you information
- Mail thank you notes to large donators within 2 week
- Send thank you emails within 1 week

#### Data

- Make sure the amount of food coming in and out is calculated every month
- Send a monthly report to the Food Bank
- Stay up to date with Food Star

### Qualifications

The minimum qualifications of this job are communication skills, leadership skills, and knowledge of general confidentiality knowledge.

## Working Conditions

The working conditions are not bad. It will require heavy lifting at some points and sometimes forced to organize items in tight spaces. (The basement)

## Physical Requirements

The job is not physically demanding. Just make sure your time is managed well because unless you plan on working outside of designated pantry hours, most of your work will be done in the pantry.

## Direct Reports

You will report to the Pantry Chair and sometimes Pantry Intern.

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<b>Job title</b>	<i>Communications Coordinator</i>
<b>Reports to</b>	<i>Chair, Food Programs GA, Food Programs Coordinator</i>
<b>Program Area</b>	<i>Jane B. Gearhart Full Circle Campus Food Pantry</i>

## Job Purpose

- The purpose of this position is to promote the Food Pantry in a creative way to reach the U of A community. The communications coordinator manages and updates all social media sites (Facebook, Twitter, Instagram) and tries to increase followers on social media accounts by creating campus and community awareness.

## Duties and Responsibilities

- Manage and update all social media sites (Facebook, Twitter, Instagram)
- Post pictures and statuses about donations and events related to the food pantry
- Post Recipe of the Week on Facebook every week using items from the food pantry
- Update white board in pantry and print recipes for clients to take.
- Work with the Food Pantry Board for day to day operations
- Work with the Food Drive Coordinator to make a plan of how to promote Food Fight

## Qualifications

Qualifications include:

- Student in good standing at the University of Arkansas
- Knowledge of social media and promotion preferred
- Good writing skills
- Personable and able to work collaboratively with other committee members

## Working Conditions

Work responsibilities may be completed during regular pantry hours or as scheduled by the coordinator and pantry chair. Some evening and weekend work required.

## Physical Requirements

As a board member of the food pantry, every position is responsible for performing day to day tasks in the pantry. This may include standing or sitting for long periods of time, shelving items, and filling pantry orders.

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