



Office of Civic Engagement

Community Harvest Student Coordinator Position Description

2014-2015

General Statement

The Community Harvest Student Coordinator (CHSC) is responsible for helping to coordinate and manage a weekly hot meal program serving needy families in Milton. The coordinator will work closely with the Assistant Director of Community Service and the Office of Civic Engagement to recruit, orient, and supervise volunteers, assist with publicity efforts, maintain accurate records, and facilitate the serving of meals on Monday evenings. The job requires 6- 10 hours a week from a reliable individual who is committed to serving the community and interested in developing interpersonal skills and managerial experience.

Strong organizational skills, attention to detail, consistency, sensitivity, and empathy must be evident in the CHSC's interactions with patrons, members of the St. Andrew's UM Church, and the larger Bucknell community. To further develop potential effectiveness in these areas, the ability to listen and accept feedback is an essential attribute.

Specific Responsibilities

1. Each CHSC will be available and present during the weekly meals at St. Andrew's United Methodist Church in Milton.
 - a. Assist with meal preparation and dining room set-up.
 - b. Greet, orient and supervise the weekly volunteer groups, other CHSC/Bucknell student volunteers or student workers.
 - c. Actively participate in the meal serving process, and help trouble shoot when necessary.
 - d. Assist with the clean up process following the meals.
 - e. Serve as a representative for Community Harvest at applicable service fairs, civic and student group meetings on and off campus.

2. Each CHSC will work with the Assistant Director of Community Service with a specific focus area:
 - a. Volunteer Recruitment
 - i. To recruit individuals and groups to assist with the weekly meal program
 - ii. Keep an accurate schedule of volunteers and send timely confirmations to group leaders for the upcoming week.
 - iii. Actively conduct outreach to new and current campus student and staff groups for opportunities.

 - b. Pantry Inventory
 - i. Keep an updated list on the Google docs of the items in the pantry, refrigerator and freezers
 - ii. Regularly organize and check dates of items

 - c. Advertising and Marketing
 - i. Assist with publicity efforts and regularly update the Community Harvest website, blog and other promotional materials.
 - ii. Actively conduct outreach to new and current campus student and staff groups for opportunities.

Basic Qualifications

- Hold at least sophomore standing with preference to juniors, but qualified sophomores will be considered.
- In good academic and judicial standing
- Interest in and previous participation in service related projects
- Available for the weekly meals on Mondays – 3- 7 pm
- U.S. driver's license