

Program Coordinator Job Description

We provide a description for you to understand the position before applying. We know not all strong candidates will meet all the qualifications. Applicants are welcome to provide a cover letter and share with us why they believe they are qualified for this position including education, life experience and professional expertise. We are most interested in applicants who are passionate about the purpose of SELCC.

The Program Coordinator manages the following programs: Food Pantry and Clothing Closet. The Program Coordinator assists with the delivery of all services provided within Southeast Linn Community Center as assigned by the Executive Director.

Job Duties and Responsibilities (Other duties as assigned)

Food Pantry Duties

- Provide direct service to clients utilizing food pantry
- Assist clients in completing required paperwork
- Maintain registration and usage records in compliance with requirements
- Manage and track inventory; place orders as needed
- Coordinate with local donors and vendors
- Maintain compliance with state and federal USDA/TEFAP guidelines
- Train & supervise food pantry volunteers
- Update pantry list weekly & send to clients; manage pre-orders & delivery lists
- Prepare monthly food pantry reports for SELCC Board
- Attend partner agency meetings as representative of SELCC's pantry

Clothing Closet Duties

- Monitor donations and schedule volunteers to sort as needed
- Maintain overall organization and cleanliness of clothing closet
- Maintain accurate records of both clients and volunteers

Senior Nutrition & Transportation Duties

- Assist with ride scheduling and communication with clients as needed
- Assist with senior nutrition tasks as needed

Facility Management Duties

- Assist with managing facility rentals, group reservations and facility usage calendar

Education/ Experience

- High school graduate or GED required. College experience preferred.
- Job-related experience required

Skills

- Proficient in computer applications, including: word processing, spreadsheets, and email
- Social media experience preferred
- Record-keeping skills, planning skills and organizational ability

Capabilities

- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Proven ability to protect confidentiality of all clients and volunteers
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Ability to lift, bend, complete physical tasks and unload objects weighing up to 40 lbs
- Ability to follow all health and safety regulations

Time Commitments

- Hours are generally Monday through Friday between 9AM and 5PM or as needed
- Hours need to be flexible; must be available for special events and training
- 24 hours/week allocated for Program Coordinator role

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print) & Signature

Date