



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Region VIII – Client Services Status: Non-exempt
Position Title: AMEN Food Pantry Director Grade Level: D
Immediate Supervisor: AMEN Food Pantry Board President

Management Approval: _____ Date: _____
Supervisor Signature: _____ Date: _____
Employee Signature: _____ Date: _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Responsible for the day-to-day management and oversight of the AMEN Food Pantry operations. Areas of responsibility include: recruiting and scheduling volunteer participation; public education and fundraising; and record-keeping and administrative operations. Regular part-time hourly position with flexible hours (approximately 30 hours/week including occasional weekend hours) and on-call as necessary.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

- 1. Use a team approach to ensure that all pantry tasks and activities are completed.
- 2. Develop, implement and maintain pantry policies and procedures, with Board oversight.
- 3. Oversee all daily pantry operations: inventory/purchasing, volunteer work force, distribution and programming.
- 4. Complete monthly and annual activity and other required reports for Board of Directors.
- 5. Ensure pantry compliance with local, state, and federal program requirements.
- 6. Attend committee and board meetings.
- 7. Oversee maintenance of pantry van, equipment, building and grounds.
- 8. Plan and coordinate food drives and distribution events, fund raising including grant writing, and public relations.
- 9. Consult with Board Treasurer regarding financial aspects of the pantry.
- 10. Represent AMEN Food Pantry at local, regional and state non-profit meetings, seminars and events.
- 11. Assist volunteers in completion of tasks as appropriate or required.
- 12. Assure volunteer coverage for all hours of operation.
- 13. Lead regularly scheduled volunteer trainings and meetings.
- 14. Recruit and manage volunteers and activities.
- 15. Provide timely feedback and coaching to volunteers regularly throughout the year.
- 16. Ensure that all volunteer hours are properly documented.
- 17. Oversee pantry activities during regularly scheduled distribution days.
- 18. Ensure all perishables are checked for quality, properly sorted, stored and discarded according to schedule.
- 19. Manage and monitor pantry inventory, including purchasing and distribution.
- 20. Schedule volunteers to process large donations in a timely manner.
- 21. Work with volunteers to maintain daily operational standards.
- 22. Work with volunteers to ensure sanitary tasks are completed at the end of each shift.
- 23. Oversee and coordinate inventory sharing and exchange with other pantries.
- 24. Answer phone calls and respond to inquiries/messages.
- 25. Manage website, social media networks and internal client communication.
- 26. Enter In-kind donations and send out thank you letters/receipts.
- 27. Review and file client paperwork.
- 28. Manage outgoing mail.

29. Other duties as assigned by the Board of Directors.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. High School Diploma, GED, or the equivalent.
2. One year full-time experience in Office Administration or the Human Service field.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Experience in planning and presenting group informational presentations and media packets/recordings.
7. Demonstrated ability to effectively communicate both in written and oral forms.
8. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
9. Excellent organizational skills.
10. Social media experience.
11. Ability to recruit, engage, train and manage volunteers.
12. Ability to evaluate data for program effectiveness and budgeting.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, stooping, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoors in controlled and uncontrolled environments as well as outside in weather extremes. High stress situations.