



CAPTAIN
Community Human Services

Job Description

Job Title: Summer Meal Program Specialist (Part Time, No Benefits, Non-Exempt)

Program: Summer Meal Program

Reports To: Associate Executive Director

Job Category: Specialist

Works with individuals and groups to promote positive physical, social and emotional health and safety. Provides assistance with nutrition and food security programming. May provide educational assistance, referrals for professional assistance and/or direct recreational activities.

Hiring Range: Starting at \$13.50 an hour

Job Summary:

Coordinate and supervise summer meal activities for CAPTAIN's Summer Meal Program under the guidelines of USDA Summer Food Service Program. Work directly with the Associate Executive Director, the Community Outreach Director and the Summer Meals Program Coordinator to provide the summer meal program activities in compliance with the New York State Education Department Summer Meal Program guidelines and parameters. Direct supervisor would be Summer Meals Program Coordinator in regards to daily direction.

The position is scheduled, but not guaranteed or limited to, five shifts per week, which typically represents 22 hours per week. These shifts will typically, but not exclusively, be five consecutive days.

PERFORMANCE STANDARDS:

- Schedule, coordinate, conduct and manage summer meal program activities at CAPTAIN Youth and Family Services Summer Meal Program sites, which include the Outreach Center.
- Supervise children involved in the programming.
- Manage the distribution of meals under the direction of the NYSED Summer Meal Program guidelines.
- Help with preparation and clean up of meals before and after food service.
- Transport food and program related items to support the Summer Meal Program.
- Drive CAPTAIN vehicle(s) in support of the Mobile Summer Meal Program and other assignments.
- Coordinate and complete report information for the Summer Meal Program.
- Responsible for ordering and picking up food supplies.
- Responsible for coordinating other aspects of the program as directed.
- Perform other related work as assigned.

Skills Required:

- Ability to work with all ages.
- Knowledge of community resources.
- Positive image for CAPTAIN and a dedicated youth advocate.
- Able to have flexible, irregular work hours.
- Able to multi-task and work in a team environment.
- Ability to drive multi-passenger vans

Qualifications:

- High School diploma required.
- Must possess a valid and clean NYS Drivers License and provide evidence of appropriate insurance coverage.
- Must be 21 years and older to drive CAPTAIN vehicles.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good communication skills and proven ability to work with adolescents and children.
- Ability to lift up to 40 lbs.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

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