

# 2019-2020 Volunteer Job Descriptions

## Meal Coordinator

### Position Overview

Work with SBS staff and various community groups to coordinate meals and act as meal host on Thursday Revive nights.

### Key Responsibilities

- Arrive on Revive night at 5:30pm and act as host for group serving the meal by welcoming, giving direction, and giving assistance.
- Ensure all supplies provided by Immanuel Baptist are prepared and maintained throughout the night, notifying the Program Director of items running low.
- Assist with serving of children's meal.
- Meal clean up, including properly packaging leftovers and cleaning up kitchen area.
- Maintain supply closet for children's drink and snack supplies, including throwing out expired items and informing the Program Director of diminished supplies
- Ensure Program Director or Executive Director have opportunity to address group serving meal by thanking them and sharing more about SBS.

### Training & Support

- Attend a 2 hour orientation and training to review duties and expectations.
- Support from the Program Director and Assistant Program Director as needed.

### Commitment

- Commitment is for 1 program year from Sept-April.
- 6 hours per month - 2 Revive night meetings per month
- Must notify Program Director of anticipated absence 2 weeks in advance.

### Qualifications/Skills

- Personable, friendly, and outgoing
- Strong communication and organization skills
- Works well in a fast-paced environment
- Maintain appropriate social media presence refraining from lewd or inappropriate content.
- Be able to provide non-judgmental support to SBS moms coming from different faiths, beliefs, or lifestyles.
- Able to lift up to 5 pounds.
- Background check required.