

STEP BY_ STEP

healing & empowering
young single moms

VOLUNTEER ROLE: MEAL COORDINATOR

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

COMMITMENT

Hours	2 program events per month on either Tue or Thur (approx. 4 hours)
Timespan	1 program year, September to April
Absences	Requested 1 week advance notice

QUALIFICATIONS/SKILLS

- Personable, friendly, and outgoing
- Strong communication and organization skills
- Works well in a fast-paced environment
- 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.

RESPONSIBILITIES

- Arrive on program nights 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 staff of items running low.
- Assist with serving children's meals.
- Meal clean up, including properly packaging leftovers and cleaning up the kitchen area.
- Ensure staff have the opportunity to address the meal group by thanking them and sharing more about SBS.

TRAINING & SUPPORT

Attend in-person orientation, offered before program events