

What to Include on a Volunteer Position Description

- Position Title
- Reports to
- Purpose or impact of position
- Responsibilities
- Experience and knowledge
- Training provided
- Benefits of volunteering
- Commitment including days and time of opportunity
- Special considerations for position (e.g., driver license, background check)
- Contact

Volunteer Position Descriptions ~ Online Resources



[http://lunchatthelibrary.org/toolkit/volunteers/#Volunteer Job Descriptions](http://lunchatthelibrary.org/toolkit/volunteers/#Volunteer_Job_Descriptions)

- Summer Lunch at the Library Volunteer
- Summer Lunch at the Library Volunteer Coordinator



<http://www.getinvolvedca.org/>

<http://www.getinvolvedca.org/resources/descriptions/all>

VOLUNTEER POSITION DESCRIPTION

Position Title: Program Coordinator for the Lunch at the Library Program

Location: Valley Hi-North Laguna Library

Interest Area: Community Service, Youth Services

Date: May 24, 2016

Position Overview

Low income children who are eligible to receive a free lunch at school each day often go hungry when school is out during the summer. The Lunch at the Library programs enables those same children to receive a healthy lunch during the summer. The program coordinator is responsible for providing oversight of the Lunch at the Library program working under the direction of the branch supervisor.

Key Responsibilities

- Order, receive, and distribute meals
- Maintain proper meal temperatures
- Serve meals to children 18 and under
- Ensure that meals are eaten on-site
- Maintain a clean site before, during and after meal service
- Record all information required by the meal service provider
- Monitor that all federal regulations are being adhered to
- Hand out, collect and process evaluation surveys

- Ensure that Lunch at the Library volunteers have all the materials they need and serve as the contact person during the shift. May also assist with set up, serving lunches, monitoring children and cleaning up. After lunch, place the lunch order for the next day, and ensure that important paperwork is completed correctly and submitted on time.

- Contact all volunteers assigned to a shift to ensure they are coming. Contact and schedule substitutes if needed.

- Attend orientation and trainings in advance of the program starting. Since it is a joint project of the library and a federally funded program, you will be expected to learn and follow all federal guidelines and library/city/county regulations and procedures to avoid jeopardizing continued funding of the program.

Benefits of Volunteering

- Opportunity to provide a healthy meal to community youth
- Chance to meet people with shared interests and commitment to community
- Opportunity to share or gain experience with program management skills

Summer Meals/Program Coordinator Lunch at the Library

Skills:

- Excellent customer service skills
- Ability to follow instructions and work independently
- Ability to interact in a positive and supportive manner with children/teens
- Ability to coordinate activities and people
- Flexible and organized

Requirements:

- Background check through Live Scan (if over 18)
- Prefer commitment to 4 days a week for duration of program (June 14 through August 5th – 8 weeks); 2.5 hours each day program is offered
- Must be able to stand, sit, walk, bend and stoop for extended periods of time

Training and Support:

- Orientation to Library program
- Training on food service on procedures and guidelines before the start of the program to be delivered by the food service program provider.

Benefits of Volunteering:

- Increase knowledge of library resources
- Opportunity to meet new people
- Opportunity to ensure community youth receive a healthy meal
- Opportunity to meet people who share your interests and concerns about our community
- Opportunity to share or gain experience with program management skills

Time Commitment:

Meals are served Tuesday through Friday from 1:00 to 2:00pm. Typical volunteer shift will start at Noon/12:30 and end at 2:30. Occasionally may be longer if delays or other issues are encountered.

Contact Person:

Branch Supervisor

Contact Person:

Katherine McMillan | Volunteer Services Coordinator
916-264-2746 | kmcmillan@saclibrary.org