



ST. MARY'S PROGRAM MANAGER

Position Summary:

With guidance and support from the Canyon Community Alliance (CCA) Board, the St. Mary's Program Manager will oversee the monthly food distribution program, ensuring smooth operations and effective volunteer coordination. This role involves managing logistics, maintaining compliance with food safety regulations, and fostering a welcoming environment for clients and volunteers. The Program Manager will also be responsible for maintaining records and ensuring all activities align with organizational standards and community needs.

Type: Volunteer

Duration: On-going

Hours: 4-8 hours bi-weekly or as necessary, 15 hours/month on-going

Role and Responsibilities:

- Operational Oversight
 - Supervise monthly food distribution operations, ensuring adherence to food safety protocols. (This will be discussed in more length upon interest in the position.)
 - Conduct Food Safety Training and ensure all team members comply with training requirements.
 - Maintain accurate records of food distribution activities for a minimum of five years.
 - Maintain communication with program coordinators such as "Megan?" to ensure policy and procedures are being upheld and for any questions or concerns that may come up during the role.
- Volunteer Coordination
 - Serve as the primary contact for volunteers, overseeing their training and integration into the program.
 - Conduct volunteer huddles prior to each monthly distribution and provide ongoing support to ensure volunteer satisfaction and engagement.
 - Manage all volunteer paperwork and documentation, ensuring compliance with confidentiality agreements and training requirements.
- Client Intake Management

- Oversee client intake processes during the monthly distribution, ensuring accurate record-keeping using Link2Feed or paper sign-in sheets.
- Train staff and volunteers on acceptable ID requirements and handling sensitive client information.
- Maintain a welcoming and respectful environment during client check-in, emphasizing kindness and efficiency.
- Logistics and Coordination
 - Coordinate setup and breakdown of distribution sites for the monthly event, ensuring all logistics are in place for a smooth operation.
 - Manage the flow of traffic during distributions, working closely with traffic controllers and food line leads.
 - Ensure quality control during food loading and distribution, promptly addressing any issues.
- Reporting and Compliance
 - Maintain compliance with all reporting requirements set forth by SMFB (St. Mary's Food Bank) and other regulatory bodies.
 - Prepare and submit required reports on food distribution and volunteer engagement accurately and timely.
- Community Engagement
 - Foster relationships with community partners and stakeholders to enhance program visibility and support.
 - Identify opportunities for improvement and development of the food distribution program.
- Delegation
 - Many of these aforementioned responsibilities can be delegated to other volunteers when appropriate training and willingness is established to help ease the load of the position.
 - The main objective of this role, as stated above, is to ensure the program is run effectively, efficiently, for the helpful aid to community members, and in compliance with policy and procedures of the entity we are partnered with; St. Mary's Food Bank.

Desired Qualifications / Experience:

- Enjoys getting things done
- Good communication skills
- Ability to work constructively with multiple organizations and people
- Excel/Google Sheets experience
- Familiar with data entry into online platforms (i.e., Link2Feed)
- Familiar with project management

- Has a desire to contribute to the Valle community