



Food 4 Kids

A MA Summer Eats

*Works to alleviate childhood hunger and promote literacy
on the lower/ outer Cape
by bringing together the Church of the Holy Spirit
and local communities
to provide free meals and free books for children and teens
in the summer when schools are out*

Food 4 Kids Job Description

Program Director Position

Job Title: Program Director

Reports to: Foods 4 Kids Advisory Committee

Status: 50%, Salaried with benefits; year-round, averaging 20 hours/week

Effective: January 1, 2024

ABOUT FOOD 4 KIDS: The Church of the Holy Spirit is the sponsor of Food 4 Kids (F4K), the only Massachusetts Summer Eats program serving children and teens in all 8 towns on the lower and outer Cape, from Harwich to Provincetown. Summer Eats is our state's branding for the federally funded USDA Summer Food Service Program (SFSP).

SCOPE OF POSITION: The Director will have overall strategic and operational responsibility for Food 4 Kids in the execution of its mission.

POSITION SUMMARY: The position is year-round. The actual program runs for 9 weeks beginning the last week of June. Program planning, evaluation and fundraising occur throughout the year, with more focused attention and effort by all parties April – September.

COMPENSATION: \$35,000 - \$40,000 with benefits

RESPONSIBILITIES OF THE POSITION:

- Assume primary responsibility for relations with the Massachusetts Department of Elementary and Secondary Education (DESE), who oversees the SFSP program for the state, and F4K site partners in the 8 towns we serve.
- Assemble, lead and support the Management Team comprised of the individuals (employees and/or volunteers) responsible for the remaining key aspects of the program: operations, sites, personnel, volunteers, marketing/communication, grants/fundraising, finance, and data analytics.
- Keep well informed on issues and developments concerning child/teen food insecurity in general and the Summer Food Service Program specifically, at the national, state and local level:
 - Keep the Advisory Committee regularly updated.
 - Craft the key compelling message(s) for grants and other fundraising, as well as regular communication to the church, volunteers, stakeholders, and families.

- Be the public face of the program for presentations, interviews and other outreach opportunities with members of the Management Team.
- Work with the Site Manager and Operations Manager (employees) to ensure ongoing program quality, with particular attention to personnel and product safety, proper accounting, and compliance with SFSP rules and regulations as overseen by DESE.
- Ensure sustainable financial viability, expanding fundraising activities as necessary to offset year-to-year fluctuations in USDA reimbursement rates and to support increased investment in the program necessary for long term success with grant writer and finance person.
- Be a supportive presence during the active weeks of the program, including volunteering for different roles, regularly engaging staff and volunteers, and addressing needs/challenges that arise.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Proven leadership ability in church or other non-profit or public service work
- Passion for outreach; mission-driven; self-directed
- Skill in dealing with a variety of people, ages, and cultures and the confidence to respectfully partner with them to achieve the goals of F4K
- Persuasive and passionate communicator with solid written and verbal communication skills, including the ability to write grants, make formal presentations, conduct training.
- Solid organizational skills and ability to meet strict deadlines
- Ability to respond with sound leadership, confidence, and skill to last-minute changes/disruptions and emergency situations.
- Technological competency, including but not limited to Word, Excel, PowerPoint, Zoom, online/social media. Proven ability to learn new technology.
- Ability to read, understand and respond to basic financial information and other program data analytics .
- Ability to observe the program in action, see any deficiencies, document them and recommend/implement corrective action as needed.
- Associate's or Bachelor's degree and/or experience in human service related field preferred

HOURS: Averaging 20 hours per week; April - September will be more focused and intense than October - March. Some meetings/events may happen outside of normal business hours.

TO APPLY: Please send resume and cover letter to info@food4kidscapecod.org or mail to Anne Koehler, Director, Food4Kids, 204 Monument Road, Orleans MA 02653.