

## **GLEAN KENTUCKY, INC.**

JOB TITLE: North Central Field Coordinator

REPORTS TO: Program Director

STATUS: Part-time, hourly (up to 30 Hours / Week; \$15-\$18 / Hour)

### **GENERAL SUMMARY**

The North Central Field Coordinator is responsible for maintaining Glean Kentucky's gleaning operation in the North Central region of the state (centered in Oldham County). This position will recruit and support growers, grocers, volunteers, and recipient groups to maximize efficiency and efficacy, while helping to analyze and solve challenges as they arise. The Coordinator will maintain strong relationships with constituents of Glean Kentucky to expand and promote the programming goals of the organization.

### **DUTIES AND RESPONSIBILITIES**

1. Utilize Community Asset Mapping to identify and document potential Glean Kentucky stakeholder groups (produce sources, volunteers, recipient agencies) in the region.
2. Maintain relationships with existing stakeholder groups in the region.
3. Participate in community and other groups working on hunger, local food, and other related issues in a professional manner consistent with the image and mission of Glean Kentucky within the region.
4. Introduce the Glean Kentucky model to target stakeholder groups to recruit sources and recipients of gleaned produce.
5. Coordinate the recruitment and training of volunteers in the region.
6. As gleaning relationships are established, coordinate volunteers to pick up and deliver donated fruits and vegetables.
7. Maintain detailed gleaning records and community asset databases.
8. Work with the Program Director to develop and implement strategic planning goals and objectives within the region.
9. Provide updates and reports of work at weekly Program Staff Meetings, as well as for use in organization-wide communications and fundraising.
10. Other related duties as assigned by the Program Director.

### **COMPETENCIES AND ABILITIES**

1. Experience working in the Oldham County/North Central Kentucky's local food system.
2. Experience with community organizing, volunteer coordination, or related efforts.
3. Demonstrated problem-solving, decision-making and crisis management skills.
4. Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
5. Strong organizational skills with the ability to handle multiple and diverse tasks.
6. Excellent verbal and written communication skills.
7. Access to a reliable vehicle and a smart phone.
8. A good driving record.
9. An ability to lift 50 pounds.