



GOLDEN BACKPACK PROGRAM INC.

JOB TITLE: Operations Manager -- Part Time position approximately 25-30 hours per week

BACKGROUND: The Golden Backpack Program was launched in 2008 to provide weekend food to hungry children in Golden, Colorado. After the pilot program in 2008, more schools were added to meet the community need. We currently serve children in nine schools of the Golden Articulation Area. In 2013, responding to the community's request that we provide summer food, we launched a summer lunch program, delivered by the Snack-n-Wagon to four sites. Finally, in 2017, we launched the pilot project for the Fresh Food Co-op which provides access to rescue food we receive from Whole Foods, Trader Joe's, and Sprouts through a partnership with The Action Center. Through these programs, we have delivered over 523,000 meals to hungry children in Golden since we began in 2008. We see over 400 individuals per year who volunteer their time and talent to our work.

JOB SUMMARY: Working with the Operations Committee of the Board, the Operations Manager is responsible for the School-Year Weekend Sack Program, the Summer Lunch Program, the Fresh Food Co-op, and the Volunteer Program of the Golden Backpack Program that:

1. Manages all programs by identifying and organizing opportunities within the Golden Backpack Program that can be accomplished by volunteers.
2. Through social media and using the GBP "app," publicizes and engages volunteer opportunities.
3. Trains/evaluates volunteers for activities,
4. Evaluates on an ongoing basis the effectiveness of the feeding and volunteer programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Manage and coordinates the Golden Backpack operation including but not limited to:

1. SCHOOL YEAR WEEKEND SACK PROGRAM:
 - a. Program runs during the school year
 - b. Weekly Food Ordering, Donated Food/Inventory
 - c. Volunteer Staffing for Packing, Inventorying, and Delivery
 - d. Liaison with Schools
 - e. Encouraging Community Targeted Food Drives
 - f. Operational Liaison with Food Bank of the Rockies
2. SUMMER LUNCH PROGRAM:
 - a. Program runs during the summer
 - b. Site selection and/or confirmation
 - c. Coordination with EqualHeart for both summer lunches and Americorps members for lead site managers, and associated documents
 - d. Updating summer lunch program flyers with site Information
 - e. Update GBP "App" for volunteer sign-up at summer sites
 - f. Announce volunteer opportunities through social media
 - g. Coordinate summer programming and equipment for sites
 - h. May need to drive the Snack-n-Wagon to deliver site food/equipment.
 - i. Coordinate partnership programs such as Golden Optimist "Recycle Bicycle Program"
3. FRESH FOOD CO-OP PROGRAM:
 - a. Program runs year-round
 - b. Evaluate staffing/operations of Co-op.

- c. Make recommendations about any adjustments that affect both shoppers and volunteers.
 - d. Evaluate when/how to expand to other schools in Articulation Area.
4. VOLUNTEER PROGRAM:
- a. Program runs year-round
 - b. Evaluate and recommend volunteer intake, management, training, and appreciation processes so that volunteers are treated with respect and appreciation around their time and talents while also tracking their intake interests, waivers, and personal contact information.
 - c. Develop/schedule appropriate celebrations for all volunteers in each program including recommendations about how best to identify and celebrate a "Volunteer of the Year" celebration.

KNOWLEDGE, SKILLS, ABILITIES & REQUIREMENTS:

1. High school degree minimum; college preferred.
2. Two years driving experience required, three years preferred, with own transportation.
3. Copy of current motor vehicle record required with no major violations during the past five (5) years.
4. Experience with hand carts a must.
5. Ability to load and unload vehicles using safe lifting and carrying practices.
6. Ability to regularly lift up to 40 pounds to a height of three feet.
7. Demonstrated successful experience working with volunteers and/or with in-kind donations in a non-profit environment required.
8. Demonstrated excellent customer services and communication skills and relate well to staff, volunteers, community resources, vendors, and donors.
9. Excellent organizational skills, ability to exercise initiative, work independently, manage time and work constructively within a diverse team environment.
10. Excellent computer skills and working ability with programs such as Windows, MAC, Excel, and social media platforms such as Facebook, Instagrams, and Twitter. Interest in learning new GBP-specific apps for volunteer sign-up and sign-in.
11. Reliability, integrity, attention to detail and ability to follow through to completion.
12. Ability to remain flexible in fast changing work environment.

Email resume and cover letter to: info@goldenbackpack.org.
Interviewing will begin the last week of April 2018 and the posting will remain open until filled.