



Feeding Kids One Pack At A Time.

P.O. Box 19056
Golden, CO 80402
goldenbackpack.org

GOLDEN BACKPACK PROGRAM, INC.

EXECUTIVE DIRECTOR: Peggy Halderman

JOB TITLE: Operations Manager -- Part Time position approximately 20-25 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 10 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. We have provided upwards of 100,000 sacks of food, which translates into about 400,000 meals since we began. The Golden Backpack Program receives volunteer hours from over 400 individuals each year.

JOB SUMMARY: Working with the Executive Director, the Operations Manager manages both the School-Year and Summer feeding programs of the Golden Backpack Program that:

1. Manages both programs by identifying opportunities within the Golden Backpack Program that can be accomplished by volunteers including food ordering, pickup/staging, packing, delivery to schools, distributing food to kids in schools, and recycling cardboard and other materials. Through SignUp Genius, solicits and completes staffing of these functions.
2. Trains/evaluates volunteers for activities,
3. Evaluates on an ongoing basis the effectiveness of the Golden Backpack Program School Year and Summer feeding programs.

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

A.

SCHOOL YEAR PROGRAM

i. Weekly Food Ordering, Donated Food/Inventory

1. After receiving weekly #'s, work with volunteer to order food from Food Bank of the Rockies (FBR), Sam's Club, or other locations; schedule date/time pickup. Special attention paid to "double backpack" schedules throughout the year.
2. Volunteer who orders food develops weekly menus and ensures that food allergy replacement team receives information.
3. Schedule volunteers and Golden Realty Truck to pick up food from FBR and other locations.
4. Schedule volunteers to offload, stage food, and set up for weekly packing system and weekly recycle of cardboard.
5. Schedule weekly volunteers to pack the sacks and bins, stage bins for delivery to schools, and delivery of bins to schools for distribution to kids.
6. Work with schools to identify volunteers, if needed, for in-school distribution.
7. Develop/maintain a current inventory of food.

ii. Challenge 600 (targeted food drives)

1. Coordinate with Executive Director for the drop off/pickup of donated food.
2. Completes inventory of donated items by individual/organization and communicates the number/name of the donor organization to Executive Director.

iii. Liaison with Schools

1. Develops operational relationships with school staff to help train new staff and volunteers on the Golden Backpack Program.
2. Designs/implements GBP support based on school needs such as evaluating and improving delivery of food to kids in schools.

- iv. Quality Assurance
 1. Evaluates, on an ongoing basis, each facet of the School-Year Program.
 2. Identifies and implements adjustments to enhance safety, efficiency, and effectiveness.
 - v. Operational Liaison with Food Bank of the Rockies
 1. Maintains facility and operation consistent with FBR requirements for Agency status.
- i. SUMMER LUNCH PROGRAM:**
- i. Summer Lunch Program Definition
 1. Working with Executive Director to determine selection/expansion for each summer program.
 - ii. Summer Lunch Program Operation
 1. Serves as point of contact with program sponsor (e.g., EqualHeart) to receive updated training and informational materials. Trains all volunteers to ensure safety and equality of access to summer lunch for kids.
 2. Prepares schedule of needs for volunteers to staff summer lunch programs (including volunteer drivers for the Snack-n-Wagon), and generates a staffing chart for the summer lunch program.
 3. Serves as main point of contact for the daily operation of the summer lunch program including any partnerships such as the Golden Optimist "Recycle Bicycle Program."
 - iii. Quality Assurance
 1. Evaluates, on an ongoing basis, each facet of the Summer Lunch Program.
 2. Identifies and implements adjustments to enhance safety, efficiency, and effectiveness.
 3. Coordinate with Volunteer Manager the development/maintenance of a high-energy corps of volunteers to meet the operational objectives of the Golden Backpack Program who are treated with respect and appreciation.

C. KNOWLEDGE, SKILLS, ABILITIES & REQUIREMENTS:

- i. High school degree minimum; college preferred.
- ii. Two years driving experience required, three years preferred, with own transportation.
- iii. Copy of current motor vehicle record required with no major violations during the past five (5) years.
- iv. Ability to load and unload vehicles using safe lifting and carrying practices.
- v. Experience with hand carts a must.
- vi. Ability to load and unload vehicles using safe lifting and carrying practices.
- vii. Ability to regularly lift up to 40 pounds to a height of three feet.
- viii. Experience working with volunteers and/or with in-kind donations in a non-profit environment a plus.
- ix. Excellent customer services and communication skills and relate well to staff, volunteers, vendors, and donors.
- x. Good organizational skills, ability to exercise initiative, work independently, manage time and work constructively within a diverse team environment.
- xi. Reliability, integrity, attention to detail and ability to follow through to completion.
- xii. Ability to remain flexible in fast changing work environment.

Email resume and cover letter to: info@goldenbackpack.org.
 Interviewing will begin on/about February 1, 2016. Posting will remain open until filled.