

Position: SNAC (Student Nutrition Access Center) Co-Directors 2017-2018

Mission: The director of the SNAC food pantry acts as a liaison for USU and all other SNAC partners. They work with the USU chapter of the Food Recovery Network, coordinate volunteers for SNAC pantry shifts, and ensure that the pantry shelves and refrigerator shelves are stocked and properly managed. The SNAC director will also promote food security efforts throughout Cache Valley. The SNAC program will serve as the coordinating program for Stuff-a-Bus.

Qualifications:

- Current USU Student
- Volunteered at least for one year in the Service Center, or demonstrate possession of equivalent qualifications (determined by Service VP and Community Service Coordinator)
- Have a 2.5 GPA or higher

Compensation:

- May receive an AmeriCorps Education Award (can be applied to future tuition or student loans) after completing 300 hours. Talk with Service VP and Community Service Coordinator to enroll. Hours begin August 2017.

Partnerships:

- Communicate with the Social Justice & Sustainability Issue Area Coordinator
- Collaborate with programs and Community Partners in the Social Justice & Sustainability issue area
 USU programs include: STEP, USU Dining Services
 Community Partners include: Food Recovery Network, Cache Community Food Pantry

Program Events/Activities:

- Required:
 - Plan monthly activity for volunteers
 - Stuff-a-Bus (November)
 - Managing volunteers for daily food recovery shifts on campus
 - Manage open pantry times
 - Provide food handling experience or receive training in food handling from USU Dining Services

Service Center Responsibilities:

- Attend the following events
 - Day on the Quad
 - Service Center Kick-Off (fall) and Re-Charge (spring)
 - Fall training retreat
- Attend established office hours: 3 hours a week during business hours
 - Be available for meetings with students and staff
- Fill out all required paperwork including:
 - Dashboards (event reports)
 - Risk Management Paperwork as needed
- Track hours on Aggies Giving Service (AGS) or OrgSync, and encourage volunteers to do the same
- Actively inform and educate new volunteers for Service Center
- Meet with Issue Area Coordinator on a regular basis
- Manage and train volunteers
- Plan and prepare for school year programming during the summer
- Update Program Director Binder
- Manage volunteer sign up forms and project reporting forms

Committee Work:

- Assemble and manage program committee