



## **Kids Lunch Club Site Leader Position**

Westerville Area Resource Ministry (WARM) is a non-profit, faith-based organization, serving residents who live within the Westerville school district.

**WARM's Child Nutrition Programs** include The Westerville Area Kids Lunch Club (KLC), a USDA Summer Food Service Program that provides children ages 1-18 with nutritious meals and recreation time throughout the summer when school is not in session. The KLC program currently consists of 11 outdoor sites located in and around the surrounding Westerville area.

**Position:** Part-time, seasonal

The Site Leader of the Westerville Area Kids Lunch Club will engage in meaningful endeavors by fostering, cultivating, and deepening connections between co-workers, children, and other community partners.

- 16-18 hours per week, May 28th through August 9th
- General hours are Monday through Friday for approximately 3 hours per day
- \$12.00 per hour
- Mandatory attendance required at one (1) training sessions in May

### **Responsibilities and Duties Include:**

- Be a positive ambassador for WARM, KLC, and Westerville
- Oversee on-site set up and tear down
- Greet and assist special guests and volunteers
- Ensure proper acceptance and distribution of meals, maintain accurate records, and comply with all USDA regulations.
- Supervise and participate in enrichment/fitness activities
- Attend Monday morning Site Leader meetings
- Return all leftover meal components to WARM facility
- Ensure that team member timesheets are complete and submitted on time
- Responsible for completion and submission of weekly paperwork
- Other duties as assigned

### **Qualifications:**

- 16 years of age or older.
- Experience in working with youth through summer camps or youth programs preferred.
- High compassion for children.
- Excellent leadership, organizational, interpersonal and verbal/written communication skills.
- Attention to detail and ability to perform a variety of tasks with ease and professionalism.
- First Aid/CPR Certification a plus.
- Reliable transportation.
- Must be able to lift at least 20-30 lbs.
- Willingness to work outdoors in heat or rain conditions.

### **Submit resume to:**

Delaney Stephens, Coordinator of Child Nutrition Programs, [delaney@warmwesterville.org](mailto:delaney@warmwesterville.org)

**Resumes will be accepted through Monday, May 13<sup>th</sup> 2024.**