

The Grocery Program Director will be responsible for the coordination of all activities involved in the operation of the Medford Pantry, Medford grocery program, pop up markets and delivery of services to the clients. Those activities include volunteer recruitment, screening, training and scheduling as well as program coordination. Ensures all health and safety protocols are implemented and maintained in accordance with the CDC, State and Local health departments. The programs include: the pantry, food stamps, fuel assistance, the UWMB Thanksgiving Day project, the weekend groceries, pop up markets, food security taskforce and various food drives. This position reports to the Senior Director of Community Programs and the incumbent shall keep them informed about the activities.

A significant amount of independent decision making is required and the Senior Director of Community Programs must be consulted on unique or individual situations. Monthly reporting to the Supervisor is required on all programs and volunteer activities.

The Grocery Program Director shall provide general supervision to all volunteers and staff. The Grocery Program Director will work in collaboration with senior level volunteers to provide client services and programs in order to carry out the mission of the Pantry and all grocery programs. Supervision shall also include evaluation of the volunteers and programs and shall be carried out in a manner that provides leadership and motivation to all volunteers and the community.

#### Education and Experience Preferences

1. BA/BS in management or related field preferred
2. 5 years' work experience in managing large groups
3. Exceptional communication skills including speaking, listening and writing
4. Strong computer expertise including Microsoft products
5. Excellent organizational skills and attention to detail
6. Ability to independently prioritize and function smoothly under pressure and within deadlines
7. Physical requirements includes the ability to lift up to 50bs, stand, bend, stoop, sit, reach, lift and travel to locations. Being able to stand and walk for extended periods of time.
8. Nights and weekends required as needed.
9. Truck driving experience preferred but not required
10. Bilingual preferred but not required

Job Type: Full-time

Pay: \$45,000.00 - \$55,000.00 per year