



JOB DESCRIPTION

SUMMER LUNCH PROGRAM COORDINATOR

The Summer Lunch Program (SLP) Coordinator at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well with volunteers and participants in the SLP.

PURPOSE: The Summer Lunch Program Coordinator will coordinate the 8-week Summer Lunch Program for Custer Road UMC's commitment in coordination with Plano ISD (PISD).

HOURS: The Summer Lunch Program Coordinator is governed by CRUMC's Employee Handbook and is a part-time non-exempt position. The expected time commitment for this position will be 20 hours per week (Monday through Friday, approximately 10 a.m. to 2 p.m., May 26 through August 1, 2025). Training and preliminary duties are required in April and/or May.

STAFF SUPERVISION: This position reports to the Director of Missions.

RESPONSIBILITIES: In conformity with CRUMC's policies and procedures, as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Attend any necessary SLP training or food handlers training
- ◆ Serve as point person at the site and instruct volunteers of their duties
- ◆ Monitor SLP Sign-up Genius for volunteers, communicate with volunteers and request help as needed
- ◆ Conduct training sessions for volunteers as needed
- ◆ Communicate volunteers' responsibilities to them
- ◆ Coordinate the purchase of any initial supplies for the SLP and restock as needed
- ◆ Coordinate donations of supplies
- ◆ Load coolers daily with ice, bottled water and ice pops and transport to the school
- ◆ Set-up site daily
- ◆ Provide easy table-top activities that families and children can play together while eating lunch
- ◆ Work in collaboration with PISD Nutrition Department and PISD School Resource officers
- ◆ Coordinate adult meals
- ◆ Clean-up site daily
- ◆ Return to The Wheelhouse, unload coolers, restock for next day
- ◆ Coordinate Friday weekend snack bags. Inventory donations & coordinate packet assembly
- ◆ Provide summary and documentation of the program for future steps and protocols
- ◆ Coordinate Fun Friday outside activities in conjunction with People Who Love People share table
- ◆ Distribute information about community events to families that attend SLP
- ◆ Keep weekly records of number of adult participants, kid participants, volunteer participants, meals served and snack bags distributed. Provide written report to supervisor.
- ◆ Gather and share family experiences, celebrations and stories to supervisor

QUALIFICATIONS:

- ◆ Must be a person of deep personal Christian faith and integrity
- ◆ Able to maintain confidentiality and practice discretion in all communication
- ◆ Must be able to lift 50 lbs.
- ◆ Must have experience working with children and families
- ◆ Must have a positive attitude and a spirit of grace and patience while working with Staff, church members, volunteers and SLP participants
- ◆ Must be computer literate
- ◆ Must be at least 21 years old
- ◆ Must have a valid Texas Driver's License
- ◆ Must have strong, positive communication skills
- ◆ Must own a cell phone and have texting capabilities
- ◆ Must have reliable transportation to transport two or three coolers
- ◆ Bi-lingual (English & Spanish) a plus

TOP REASONS TO WORK WITH US:

- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures.
- ◆ Ministry and professional growth.
- ◆ Great workplace and ministry environment.