

America's Second Harvest of Coastal Georgia, headquartered in Savannah, GA serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. We partner with over 225 faith based organizations and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 22 million pounds of food to hungry people in our 21 county service area through a variety of programs.

The Kids Cafe program operated by Second Harvest provides free meals to low-income children through a variety of community locations where children already congregate—such as Boys & Girls Clubs, YMCAs, churches and public schools. In addition to providing meals to kids, all Kids Cafe programs also offer a safe place, where under the supervision of trustworthy staff, a child can get involved in educational, recreational and social activities.

Second Harvest currently has a position open as a permanent full-time employee in the Kids Cafe program. Anticipated hours are 6:30-2:30 but some flexibility is required based on workload and need. Hourly rate of pay \$16.50/hour.

Kids Cafe Coordinator

Reports to: Kids Cafe Manager

Responsibilities:

- Conduct Kids Cafe site reviews and complete necessary reports and forms as required.
- Complete required reports and paperwork for Kids Café programs as assigned.
- Coordinate and assist Kids Cafe activities and volunteers as needed.
- Conduct and assist in developing nutrition activities at sites as needed.
- Perform other duties as assigned.

Job Specifications/Requirements

- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Excellent organizational skills and attention to detail.
- High school diploma or GED.
- Committed to organizational mission of ending hunger.
- Criminal history background check and DMV records check required.

Interested candidates should email or mail a copy of their letter of interest, resume and salary requirements to:

Alison Mahoney
Human Resources Manager
2501 E President St
Savannah GA 31404
amahoney@helpendhunger.org