

REAP Food Group

Job Posting

Wisconsin Homegrown Lunch Program Coordinator

Overview:

Wisconsin Homegrown Lunch (WHL) is a farm to school initiative working primarily in Dane County school districts to bring locally produced foods to students through the classroom and lunchroom. WHL's goals include: 1) increase student access to and consumption of locally produced, nutritious foods, 2) increase students' willingness to try a wider variety of foods through a range of food education programming, and 3) build the market for local farms by school food service operations. By increasing children's awareness of the benefits of fresh local foods, while offering access to these foods in their classrooms, lunchrooms, and throughout the school culture, we aim to influence the next generation of consumers toward more healthy and responsible eating choices.

The **WHL Program Coordinator** will provide management for all aspects of the WHL Program including:

- Classroom Snack Program
- Harvest of the Month
- Classroom Education
- School Fundraiser
- REAP's AmeriCorps Program
- Madison Metropolitan School District's school lunch improvement committee
- Fundraising
- Representing WHL at select events and conferences

Additional information for most of these program areas can be found on the WHL website:

www.reapfoodgroup.org/farmtoschool.

Accountability:

The WHL Program Coordinator will be an employee of the REAP Food Group and report to the Executive Director.

Responsibilities/ Tasks:

1. Oversee one part-time WHL Snack Program staff in managing the Classroom Snack Program. Ensure smooth operations including procurement, processing, distribution, accompanying educational information, billing, and evaluation for 8-12 Madison elementary schools.
2. Oversee AmeriCorps members to continue development and piloting of the Harvest of the Month program in 3 Dane County School Districts (Monona Grove, Mt. Horeb, and Middleton). Tasks will include facilitating monthly classroom and lunchroom activities, developing purchasing relationships with local growers, and facilitating communication between School Food Service Directors, growers, parents, teachers, and volunteers. Continue web-based resource development including recipes, communication tools, and educational handouts.
3. Oversee AmeriCorps members to present food education units in four Madison Elementary Schools. Tasks will include facilitating communications with principals and teachers at participating schools to confirm their farm-to-school educational plans and schedules for classroom education. Additional educational activities may include farmer visits, school gardening, school composting, and field trips to area farms.
4. Oversee AmeriCorps members and volunteers to expand the Wisconsin Homegrown Holiday Fundraiser. Tasks will include confirming product availability and logistics with producers, creating order forms and spreadsheets for schools, compiling school orders and placing orders for product, organizing and distributing product to 20+ participating schools.
5. Manage WHL's AmeriCorps program. Tasks will include selecting and enrolling four AmeriCorps members to work ½-time with WHL from September 1, 2009 through August 31, 2010 in all program areas. Also helping to create and oversee execution of work plans for each member, providing guidance and support for the members' work, and ensuring achievement of AmeriCorps goals.
6. Provide facilitation and leadership to a newly formed school lunch improvement committee in the Madison Metropolitan School District.

7. Maintain and continue to build positive working relationships with farm to school partners at WI Department of Agriculture, WI Department of Public Instruction, WI Department of Health Services, UW Center for Integrated Agriculture Systems, and the Regional Farm to School Staff.
8. Collaborate with local partnering organizations (Community Groundworks, UW Extension Nutrition Education Program, Community Action Coalition, Madison Public Health Dept., MSCR after school instructors, Partner Shares Program, etc.) to maximize effectiveness, share messaging, and provide school families with opportunities to access fresh local food in their homes.
9. Assist in grant writing and other fundraising duties.
10. Participate in generating positive local publicity for project --invite and host local media, politicians, and funders to attend appropriate school events, activities or field trips.
11. Document activities and time spent for the purpose of grant reporting, evaluation, record keeping and learning from the experiences of project planning and implementation.

Required qualifications:

- Bachelor's degree or commensurate experience in education, nutrition, environmental science, food science and/or agriculture.
- Experience with program management and development.
- Understanding and interest in community food and nutrition issues.
- Strong interpersonal and problem-solving skills in a team setting.
- Skillful in establishing and maintaining professional work relationships and networks.
- Ability to organize work and work productively with indirect supervision.
- Excellent verbal and written communication skills.
- Working knowledge of word processing, spreadsheet, and graphics software.

Additional desirable skills and qualifications

- Familiarity with farms and institutions that produce or serve food in Dane County and surrounding counties.
- Knowledge of the principles of sustainable agriculture and local food system development.
- Work experience or working knowledge of the food service industry.
- Experience with or understanding of the challenges of running a sustainable farming enterprise.
- Experience working with k-12 schools and/or youth in an education setting.
- Volunteer or paid experience with socially, economically and/or ethnically diverse populations.
- Familiarity with website creation and maintenance.

Appointment Type:

This is a 100% one-year appointment. A second year renewal is expected but is dependent on continued funding. This position includes holiday, sick and vacation benefits. No health insurance benefits are available.

Salary:

\$35,000 annual.

Application Procedure and Deadline:

To apply send a resume, a cover letter describing your qualifications with regard to the position description, and three professional references. Letters from references are encouraged.

For full consideration send application materials by June 15, 2009. Position will remain open until filled.

Send paper applications to:

WHL Program Coordinator
REAP Food Group
306 E. Wilson St. #2E
Madison, WI 53703

Please do not submit application materials by email.