

POSITION OPENING ANNOUNCEMENT

FOOD BANK SECOND SITE SUPERVISOR

Position Overview: The Food Bank supervisor is responsible for supervising the daily operations at the Food Bank Second Site. Included in this position are training, supervising and retaining volunteers. The Food Bank Supervisor reports to the Food Bank Coordinator and works collaboratively with other department staff to ensure strengths-based, trauma-informed service delivery to clients, volunteers and donors.

EXAMPLES OF DUTIES: Support daily operations of Food Bank Second Site, volunteer management, direct client services and operations, data entry, update and maintenance of referral information.

Requirements:

- Ability to model a client-centered, compassionate, non-judgmental approach
- Ability to respond immediately and constructively to crisis situations in a calm, positive manner
- Detail oriented with strong organization skills
- Experience with Microsoft Office, especially Excel, and electronic databases
- Ability to work independently as well as part of a team
- Ability to work with a flexible schedule
- Valid driver's license
- Ability to drive a straight truck (or willingness to learn)
- Ability to pass background check

Desired Qualifications:

- Bilingual, with fluency in Spanish, French, or Arabic preferred
- 1 year of experience in a volunteer-driven organization

Full-time, hourly position: \$14.00/hr - \$15.77/hr depending on experience

Persons interested in this position should send a cover letter and resume electronically to krystal.kabela@builtbycommunity.org with "Food Bank Second Site Supervisor" as the subject line, or by mail to:

Krystal Kabela, Food Bank Manager
1121 S. Gilbert Ct.
Iowa City, IA 52240

Application deadline: Tuesday, September 29th by 5:00 PM

CommUnity Crisis Services and Food Bank is an Equal Opportunity Employer