

Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Indiana Gleaning Network Dawn Barnes, Regional Director
Ann Radtke, Program Coordinator

NORTHWESTERN INDIANA AREA GLEANING COORDINATOR JOB DESCRIPTION

Title: Northwestern Indiana Area Gleaning Coordinator, Part-Time, June through November 2019

Basic Function: Gleaning is harvesting leftover produce after the farmer has harvested his/her fields. The Northern Indiana Area Gleaning Coordinator will coordinate gleaning in the Lake, Porter, La Porte, St. Joseph, Newton, Jasper, Pulaski, Fulton, Benton, White, Carrol, and Cass Counties for the Society of St. Andrew (SoSA). This would involve all groups gleaning in this area, along with all activities and events for the Society of St. Andrew.

Specific Duties and Responsibilities:

- 1) Identify and recruit farmers, gleaners and hunger relief agencies.
- 2) Organize and execute gleaning events at least once or twice a week during the summer and most Saturdays during the growing season.
- 3) Coordinate the transportation of produce from gleaning events to hunger relief agencies.
- 4) Supervise gleaning events to ensure the safety of participants and respect for farmer's property. Schedule additional field supervisors in the case of there being more than one gleaning in that particular area.
- 5) **Ability to lift 25 pounds**
- 6) Coordinate the taking of pictures at gleaning events to share with supporters.
- 7) Communicate:
 - a) Provide clear instructions to gleaners, answering any questions about program and provide follow up information. This includes getting signed waiver forms and sending out a thank you afterwards.
 - b) Keep the farmers informed of activities and results from gleaning events.
 - c) Keep accurate records of all gleaning events and provide to Program Coordinator in a timely manner by email
 - d) Keep in regular contact with SoSA staff, expressing achievements, opportunities and challenges.
 - e) Communicate well with all 3rd party agencies to support continued relationship building.

Qualifications:

Motivated individual with excellent organizational skills who enjoys the outdoors and working with a variety of people. Must be able to work with little supervision. Has great initiative and good follow through skills. Familiar with basic computer skills and access to a computer and cell phone. Physical labor required when gleaning. Position requires a vehicle. Must be 21 years old and have a good driving record.

Expectations and Compensation:

1. Position will be available for the period June 1- November 30, 2019 based on the growing/harvesting season.
2. Salary is for June to November 2019, 20 hours per week at \$9.00 per hour.
3. Average gleaning is 2 per week. Position requires working Saturdays during the growing season, possible Sundays for church visits and weekday hours are flexible.
4. Mileage while gleaning will be reimbursed at the rate of .42¢ per mile.
5. Federal, state taxes and Social Security will be withheld.

Send resumes to:

Society of St. Andrew – Indiana
7840 Ditch Road
Indianapolis, IN 46260
In-glean@endhunger.org