



RIVER VALLEY RESOURCES
INCORPORATED

100 E. Second Street, Suite E
Madison, IN 47250

P: (812) 265-2652 / F: (812) 265-2664

www.rivervalleyresources.com

TIME TO END
CHILDHOOD
HUNGER
IN AMERICA



River Valley Resources (RVR) is a 501 (c)(3) nonprofit organization is headquartered in Madison, Indiana. Founded in 1990 and governed by a volunteer board of directors, RVR's mission is to develop a competitive workforce through collaboration and innovative services for individuals, employers, and communities. RVR currently provides programs and services in 14 counties in Southeastern and Central Indiana. Services include: determining eligibility for child care vouchers; adult education and training; comprehensive case management; job readiness and life skills management; work experience and job placement; and job coaching and retention services. RVR founded and manages the Clearinghouse, a multi-tenant nonprofit center in Madison.

River Valley Resources announces the availability of a paid internship in support of this program.

The primary responsibility of the position is to provide oversight for the Summer Meals for Kids (SMK) Program in Jefferson County. This program will provide free, daily lunches to any child age 18 and under in Jefferson County at pre-determined distribution sites. The Summer Meals for Kids liaison will ensure that all sites are compliant under the rules and guidelines set forth by the State and/or Federal Summer Food Service Program (SFSP). All responsibilities will be consistent with River Valley Resources' mission to provide assistance to families in Jefferson County that are low-income or living in poverty.

See full job description on next page.

Interested Candidates should email a resume and cover letter to: careers@rivervalleyresources.com please include INTERN SUMMER MEALS FOR KIDS PROGRAM in the subject line. **Applications are due Friday, May 12, 2017. Applications will be reviewed as received.**



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Position Title: Summer Meals for Kids Community Liaison – Internship

Position Type: Hourly (10:00 – 2:00 daily, approximately 200 hours)

Position Duration: May 29, 2017 – July 28, Monday – Friday only; (9 weeks)

Stipend: \$2,200

Reports to: Molly Dodge, Clearinghouse Director

Position Purpose: The primary responsibility of the position is to provide support and oversight for the Summer Meals for Kids (SMK) Program in Jefferson County. This program will provide free, daily lunches to any child age 18 and under in Jefferson County at pre-determined distribution sites. The Summer Meals for Kids liaison will ensure that all sites are compliant under the rules and guidelines set forth by the State and/or Federal Summer Food Service Program (SFSP). All responsibilities will be consistent with River Valley Resources' mission to provide assistance to families in Jefferson County that are low-income or living in poverty.

Position Responsibilities: To be successful in this role, an individual must be able to perform in a satisfactory manner the responsibilities described below. Management has the right to reassign duties to this job when necessary. River Valley Resources will make reasonable accommodations to enable individuals with disabilities to perform their functions.

- Provide support and oversight for River Valley Resources' Summer Meals for Kids Program
 - Serve as a liaison between River Valley Resources and community partners
 - Provide training to volunteer groups weekly or as needed
 - Provide site supervision at each site at least once per week
 - Drive a mini-bus (no special license required) to pick up lunches from vendor and deliver them to volunteer meeting site daily
 - Confirm that sites are keeping accurate meal counts at point of service
 - Communicate rules and regulations to volunteers
- Monitor and ensure safe and sanitary conditions at all sites
 - Ensure food safety and compliance with local health and safety standards
 - Ensure that all sites are following all USDA and DOE Program Guidelines
- Maintain regular communication with the Clearinghouse Director regarding:
 - Daily meal numbers
 - Lunch preferences of children served
 - Volunteer concerns or suggestions

Required Skills/Qualifications: To perform this job successfully, an individual must be reliable, responsible, and self-motivated. Possession of strong problem-solving skills and attention to detail are needed. The individual must be effective in planning, organizing and prioritizing work and display a positive attitude while supporting the efforts of volunteers.

- Minimum high school diploma or High School Equivalency Diploma
- Experience working with children/young people
- Experience working with volunteer organizations
- Valid driver's license with clean driving record
- Good interpersonal, communication, and writing skills
- Ability to read, write and understand instructions
- Ability to perform basic math functions
- Good computer literacy in use of Microsoft Word, Excel and Outlook

Physical Demands: An individual must be able to perform some physical activities for this job. River Valley Resources will make reasonable accommodations to enable individuals with disabilities to perform their functions.

- Ability to push, pull, lift and carry up to 25 pounds for short periods of time.
- Ability to sit and stand for extended periods of time.
- Ability to drive.
- Ability to work in indoor and outdoor environments.
- Ability to assist with set up, distribution and clean up of meals as needed.