



## Assistant Director Job Description

**Duties** - The Assistant Director of the Decorah Community Food Pantry supports the Pantry in its mission to share food with lowans experiencing food insecurity. To accomplish this goal the Assistant Director works with the Director, in cooperation with the Board, and relies heavily on volunteers.

The main responsibilities of the position include volunteer coordination and management, assistance with pantry food inventory, and collaborating with the Director on other decisions impacting pantry operations. Specific duties include the following:

1. Provide leadership for the volunteer program of the pantry, including coordinating with volunteers to ensure coverage for daily volunteer shifts
2. Orient new volunteers on morning and afternoon shifts
3. Train new desk volunteers on data entry into pantry electronic system
4. Meet regularly with the Director, volunteers, board members, and partners to ensure clear communication in and effective execution of food pantry operations
5. Provide input to the Director on the weekly food order and other food procurement
6. Assist with food inventory management, especially on Tuesday mornings when the Food Bank order arrives
7. Other duties as assigned by the Director and the Executive Committee

Must be able to regularly lift 25 pounds.

This is a part-time, salaried, exempt position with an average workload of approximately twenty hours per week. The position of Assistant Director is supervised by the Director.

**Work expectations** – An average of 20 hours per week with regular schedule mutually determined with Director. Typical working hours include most weekday mornings. Some schedule flexibility expected.

**Salary** - \$20,857 annually (assumes 20-hour weeks at \$20 per hour for 52.143 weeks)

**Personal Days** – 2 weeks per year. Additional unpaid time may be available.

**Holidays** – 10 paid holidays (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve). When a holiday falls on a weekend it may be taken on a weekday immediately before or after the holiday weekend.