

## **EAST WINDSOR SUMMER MEALS PROGRAM – ACTIVITIES COORDINATOR**

The Town of East Windsor is looking to hire a Part-Time, Temporary, Non-Union position for 10 weeks, 15 hours per week, daily from 10:30 am – 1:30 pm. Many East Windsor children receive free or reduced meals at school ensuring that their nutritional needs are met. For families that rely on school meals, summertime can be difficult and meeting the nutritional needs of their child can be a challenge. This summer we are happy to provide free summer meals in town to all children age 18 and under. Lunch will be provided daily, Monday through Friday at the Town Hall Annex at 25 School Street, East Windsor from June 22<sup>nd</sup> through August 28, from 11:00-1:00 Monday-Friday. The site will be closed on Friday, July 3<sup>rd</sup>. We will also be providing activities for the children during the meal time frame. \*\*Location, time, and position are dependent upon final approval from the State of Connecticut Department of Education.

### **Job description:**

As the Summer Activities Coordinator for East Windsor Summer Meals, you will be responsible for creating and updating an activities calendar utilizing the Summer Meals Activity Calendar Template from End Hunger CT!, reaching out to the community for support for certain activities, and facilitating these daily activities with the participants. You will also be responsible for receiving the daily meals, daily set up, and daily break down of the site. You will need to follow certain food handling guidelines. Training will be provided.

The more children we reach, the more children are fed and engaged during the summer months. Our goal is to reach as many children as possible and to keep them returning to the site and telling other children about it.

#### **Main Tasks:**

Develop monthly calendar of planned events

Maintains sufficient activity supplies

Receive daily meals, set-up and break down daily meal site

Develop and maintain a pleasant environment for activities

Must have your own reliable transportation and cell phone