



COMMUNITY ACTION OF NAPA VALLEY

JOB TITLE: **PROGRAM COORDINATOR**  
**FOOD BANK**

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**SUMMARY OF RESPONSIBILITIES:** The **Program Coordinator** is responsible for the coordinating and managing the Napa Pantry Food Distribution for the Food Bank, a program of CANV.

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Salary: \$16.00/HR, w/ benefits.  
Hours/week: 40  
Exempt: No  
Department: Food Bank  
Reports to: Program Director FB  
Supervises: Volunteers  
Location: 1766 Industrial Way, Napa, CA  
Date Approved: 11/13/17

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Identify and order food items needed for Napa Pantry distribution
2. Modify and confirm Napa Pantry delivery schedule
3. Provide Napa Pantry volunteer orientations on a regular basis
4. Work with volunteers to sort and stock food for Napa distribution
5. Recruit, train, schedule and manage Napa Pantry volunteers.
6. Track and report Napa Pantry volunteer hours
7. Provide intake of clients at Napa Pantry distribution site
8. Maintain the Napa client database
9. Work with local businesses and vendors to maintain donor relationships
10. Plan, coordinate, and implement yearly Pantry Open House for community members
11. Monitor fellow pantry site locations at minimum every two years
12. Provide pantry sites with updated income guidelines and other forms when changes occur
13. Work with Warehouse Manager and Director to develop Napa Pantry food allocations and distribution methods that are equitable and meet fluctuating food resources and needs
14. Conduct periodic Napa Pantry needs assessment and client surveys
15. Create and maintain Pantry Procedures Manual
16. Comply with established CANV procedures.
17. Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of

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the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or equivalent degree. Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A typical way to obtain the required knowledge and abilities would be any combination of education and experience which demonstrates an ability to successfully accomplish the job tasks.

**KNOWLEDGE OF:**

- Volunteer jobs and duties
- Community based programs
- Excellent oral and written communication skills
- Staff supervision and management principles
- Word-processing proficiency, knowledge of database input, computer skills.

**ABILITY TO:**

- Work as a team member.
- Demonstrate initiative and the ability to work independently and with minimum supervision.
- Demonstrated ability to effectively prioritize tasks and work under pressure
- Establish and maintain courteous, cooperative and respectful workplace and public relationships.
- Lift 40 pounds
- Maintain donor and client confidentiality.
- Communicate effectively, both orally and in writing

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear; ability to lift 40 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is moderate.
- Office is located on first floor.

**ADDITIONAL INFORMATION:**

- Must have a high school diploma or equivalent degree.
- Must possess a valid California Driver License.
- Must have access to a vehicle during work hours.
- Must maintain vehicle liability insurance.
- Must maintain a good driving record.
- Spanish language proficiency helpful.

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COMMUNITY ACTION OF NAPA VALLEY

## ANNOUNCEMENT OF POSITION VACANCY

### PROGRAM COORDINATOR FOOD BANK

**POSITION:**

The **Program Coordinator** is responsible for coordinating and managing the Napa Pantry Food Distribution for the Food Bank, a program of Community Action of Napa Valley.

**THE AGENCY:**

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, early childhood education, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities. Our Mission is to provide services and resources that promote healthy living and encourage self-sufficiency for the vulnerable members of the community.

**QUALIFICATIONS:**

Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A typical way to obtain the required knowledge and abilities would be any combination of education and experience which demonstrates an ability to successfully accomplish the job tasks.

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**SALARY:**

\$16.00/HR per hour - w/ benefits

**BENEFITS:**

The agency offers certain benefits to eligible employees, including health and dental insurance, and 401K employee retirement savings plan. The Agency also offers a number of other benefits such as vacation, holidays, and sick days.

**APPLICATION  
PROCEDURE:**

Applications and job descriptions may be obtained by calling or visiting the administrative office, 2310 Laurel St, Suite 1, Napa, CA 94559, (707) 253-6100; or visit our website at [www.canv.org](http://www.canv.org) to download an application.

Complete an Agency application, attach a resume and submit to the Human Resources Department, 2310 Laurel St., Suite 1, Napa, CA 94559

**DEADLINE:**

OPEN UNTIL FILLED

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