



Team Leader

Part-time Position

Function:

Host and direct large volunteer groups of youth and adults in packaging Feed My Starving Children (FMSC) food product, creating a positive experience for volunteers. Perform general labor and warehousing tasks.

Primary Duties & Responsibilities:

- Greet volunteers, direct check-in, and educate volunteers on the FMSC story and mission. Adjust presentation delivery to each audience.
- Instruct volunteers on how to package food product; monitor volunteers to ensure proper adherence to procedures.
- Ask volunteers to donate through financial gifts and/or by purchasing products from the MarketPlace™ store.
- Uphold workplace safety policies and procedures.
- Uphold food safety and quality policies and procedures.
- Maintain the flow of supplies and finished product around the packaging area and warehouse.
- Label inventory, palletize boxes, wrap and strap pallets, and use a forklift and/or pallet jack.
- Track and complete production reports for each volunteer shift.
- Interact over the phone and in-person with registered volunteer groups to drive attendance, encourage fundraising efforts, and increase on-site donations.
- Clean and maintain the orientation area, packing areas, restrooms, warehouse, etc.
- Perform transactions for merchandise sales; restock retail inventory.
- Lead a brief Christian prayer, inviting volunteers to pray over the packaged food.
- Act as backup to the Warehouse Specialist/Assistant as needed.
- Provide leadership, work direction, accountability, and operational decision-making in absence of Site Manager when assigned as Person In Charge (PIC).
- Perform other duties as assigned.

Required Experience & Qualifications:

- Must be 18 years of age or older.
- Commitment to support, promote, and authentically communicate FMSC's Christian mission and goals.
- Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc.
- Enthusiastic, team-oriented attitude.
- Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade, and instruct large groups.
- Experience asking for donations desired.
- Assertive and able to coordinate and delegate.
- Flexible, adaptable, and able to troubleshoot.
- Able to perform responsibly, follow directions, and use good judgment and discretion.
- Excellent organizational skills and attention to detail.
- Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.

Schedule & Details:

- Part-time, non-exempt (hourly) position. Work location is in Aurora, IL. Reports to Site Manager.
- Wage is \$12.50/hour.
- Regularly scheduled for 16-24 hours per week, subject to site staffing needs. Initially scheduled for shifts on Mondays from 8:30am-5pm, Thursdays from 5pm-10:30pm, and Saturdays from 8:15am-4:30pm. Occasional Sunday and holiday availability required.
- Expected to occasionally sub for other Team Leaders. Occasional trainings and meetings also required, e.g. Team Leader meetings occur on a weeknight once per month.
- Will have consistent exposure to soy, a known allergen.

To Apply: Complete the online application at www.fmsc.org/apply. You may also upload a resume (not required). Position is open until filled.