



## Team Leader

Aurora, IL

### Your Role:

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.

### Pay, Schedule & Benefits:

- Wage is \$13.70/hour. This is a part-time, non-exempt (hourly) position.
- Regularly scheduled for 16-24 hours per week, subject to site staffing needs. Initially scheduled for shifts on Mondays 5pm-10:30pm; Tuesdays or Thursdays 8:30am – 2:30pm; Saturdays 8:15am-4:00pm. Occasional Sunday and holiday availability required. Must occasionally pick up sub shifts.
- Attend occasional required meetings, e.g. team meetings on a weeknight once per month.
- [Benefits](#) include 401k with employer match and paid sick leave.
- Opportunity to travel internationally on an [expenses-paid trip](#) to meet FMSC's food recipients and learn more about sharing FMSC's story.

### What You'll Do:

- Direct volunteer check-in, and educate volunteers on our story and mission. Adjust presentation for each audience.
- Instruct volunteers on packaging food product; monitor volunteers to ensure adherence to procedures.
- Ask volunteers to donate through financial gifts and/or by purchasing products from the MarketPlace™ store.
- Uphold personnel and food safety 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.
- 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).
- Will have consistent exposure to soy, a known allergen.
- Perform other duties as assigned.

### Your 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.

### Your Team:

- Work location is Aurora, IL. Reports to Site Manager.
- [Join our group](#) of professional world-changers. Work alongside dedicated, talented folks.

**To Apply:** Go to [www.fmsc.org/apply](http://www.fmsc.org/apply). You may upload a resume along with your application (not required).