Roles and responsibilities Leadership Team (LT) 2013/2014

All Campus Kitchen at UMass Boston (CKUMB) Leadership Team (LT) members, or “leaders” are expected to:

- Contribute their time, energy and talents to the mission of the CKUMB for the strength, growth and improvement of the organization.
- Attend LT meetings (bi-weekly on campus)
- Make a commitment of at least 1 year or 2 consecutive semesters to his or her role on the CKUMB LT
- Help to recruit and train successor for his or her position upon departure from the CKUMB LT
- Communicate with co-leaders and the Coordinator
- Work effectively and respectfully with co-leaders
- Support fellow Leaders as needed
- Lead volunteers as needed in a safe effective and fun manner
- Most importantly: Have fun, work hard, learn and develop skills in cooking, non-profit management, community building, fundraising, ect...

In addition, each leader is expected to fill his or her role on the LT to the best of his ability to ensure that CKUMB operates at its best. CKUMB plays a vital role in the fight against hunger in the Boston, Dorchester and UMass communities. Our leaders are expected to strive for our mission to be fulfilled through their work.

Different role within the LT are available: Nutrition education leader, SNAP and Senior Outreach Leader, Garden Leader, Volunteer Recruitment and Engagement leader, Kitchen Operation Leader, and more! It is expected that leaders will commit approximately 3-6 hours per week of volunteer work to CKUMB, with fluctuations for special events. A dual role is possible as long as the student is confident that he or she can perform that dual role as needed by CKUMB.
Roles Descriptions

**Nutrition Education Leader:**

Develop and implement aspects of CKUMB’s various nutrition education programming including but limited to garden education, after school “cooking class”, senior education, and “What’s up Wednesday.” Create, improve, and implement curriculum and activities, foster new nutrition education relationships, evaluate all nutrition education.

**Major responsibilities within this role:**

1. Develop curriculum
2. Co-lead nutrition education activities in professional effective and fun manner
3. Prepare and deliver snacks/meals for lesson as needed
4. Manage clients’ relationships
5. Documentation and evaluation

**SNAP and Senior Outreach Leader:**

Provide user-friendly advice, help to determine eligibility, and assist clients with application process of for SNAP benefits.

**Major responsibilities within this role:**

1. Collaborate with coordinator and co-leaders to facilitate, expand and improve the existing SNAP Outreach Program for continued and increased engagement
2. Recruit, guide, train, and co-lead volunteers in outreach, operations, and application assistance and submission
3. Facilitate and assist at all sessions, with the assistance of co-leaders or volunteers
4. Assist in operations of meal production and delivery for SNAP Program as needed
5. Documentation and evaluation

**Garden leader:**

Teach and learn powerful lessons about nature, discipline and work habits while planting and maintaining garden. Clean the garden, develop your design. Lead and organize volunteer work site crews.

**Major responsibilities within this role**

1. Draft plan for garden in early winter
2. Create and maintain schedule for garden (water, weeding, planting schedule etc.)
3. Co-lead volunteers in garden
4. Collaborate with Nutrition Education Leader(s) as needed
5. Maintain good relationship with Columbia Point Community Garden
6. Documentation and evaluation
**Donation and Food Resourcing Leader:**

The main goal of this role is to focus on product acquisition. It includes planning, inventory, and picking up donations. Outreach to find new food resourcing partners. The leader will work collaboratively with partners to accomplish CKUMB objectives. Lead and support special projects and other duties assigned by coordinator.

**Major responsibilities within this role**

1. Communicate with food resourcing partners as needed each week to place order or arrange food pick up
2. Travel to food resourcing partners to receive donations
3. Transport donations to UMB/Sodexo kitchen (valid driver’s license and access to vehicle is preferred)
4. Seek out and develop new food resourcing opportunities for CKUMB as needed
5. Documentation and evaluation

**Communication, Fundraising, and Special Events Leader:**

Diversify our funding base. Build a list of potential donors. The position will focus on managing and expanding our potential to receive donations as well as coordinating external organizational communications that support these efforts. Manage social campaign and integrated marketing to ensure online presence and awareness. Collaborate, develop and promote special events.

**Major responsibilities within this role**

1. Maintain CKUMB’s online presence
2. Develop and organize special events on and off campus or participate in and represent CKUMB
3. Develop fundraising opportunities
4. Documentation and evaluation

**General Community Leader:**

Provide support across the team as needed. Attend at least one cooking shift, food resourcing shift, delivery shift, and/or programming/special event each week. Step in for requests for help from other Leaders whenever possible. Attend on-campus fairs, solicit partnerships and donations. Provide support, ideas, and passion to CKUMB as a whole and act as an advocate for our work within the university community.