

Position Title	Client Nutrition Services Coordinator
Organization	Next Step Day Room a/k/a Next Step Homeless Services
Department	Main office
Address	123 N 6 th Suite 200, Fort Smith, AR 72901
Supervisor Name	Sharon Chapman
Supervisor Contact	479-242-5100/sharon@thenextstepfs.org

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
- We will not be requiring a background check for this position.
- B. ELIGIBILITY**
- Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
- C. WORK SCHEDULE & CONDITIONS**
- This is a full time (35 hours per week) position.
 - This position is not eligible for sick, vacation, and holiday leave during employment.
 - Intern must have the physical capability of climbing stairs due to our main office being upstairs
 - Intern must be willing to wear a mask inside our building
- D. SALARY & BENEFITS**
- SALARY.** The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities. Our agency will seek development opportunities through our local university, chamber of commerce trainings and our online professional organizations.
 - BENEFITS.** Intern has breakfast and lunch available to them Monday through Friday in our day shelter
- E. EVALUATIONS**
- The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

A. POSITION PURPOSE

The student will assist our agency to improve our nutrition and food delivery system for the clients we serve. The student will help the agency develop a better inventory system for our pantry, donations and food giveaways. The student will help us develop a system for channeling our food donations to our housing clients and providing them with nutrition and food planning information. The intern will accomplish this by working with our community partners to provide nutrition education materials and perhaps videos of healthy meal preparation for our agency to use in our life skills trainings for our housing clients. The intern will also help us make contact with local providers to allow us to provide healthy balanced meals to our emergency shelter clients. We are hopeful that the intern can help us promote healthy eating habits amongst the homeless and low income clients that we serve. The

outcome of these tasks may be quantified by many measures such as the number of supporters we are able to add to our food program, number of clients we are able to serve and overall costs of our feeding programs as well as ease of using the system put into place.

B. DUTIES

- a. Will have the opportunity to learn about the clients we serve, the challenges they face and the services that we provide in our agency which will include some time touring in our facilities and assisting our staff in our emergency day shelter
- b. Will assist with our meal delivery program in our shelter
- c. Will help us take a fresh look at our food inventory system and help us better organize and track our food donations.
- d. Will work on nutrition education materials such as flyers, meal plan, videos of meal preparation, shopping and healthy eating habits to be used as part of our life skills training for our housing families.
- e. Will talk with clients about their nutrition needs and share those findings with staff and help us respond according to those findings
- f. Will reach out to area restaurants, churches and businesses to inform them of what we are doing and give them the opportunity to participate in our food and meal services
- g. Will have the opportunity to interact with area food providers and learn more about food insecurity in our area and local efforts to combat it
- h. Agency will work with the intern to develop a mentorship plan suited for the intern's particular career goals and personal growth and development. Intern will attend weekly meetings with director and other team members and available community leaders during the internship

C. COMMUNITY IMPACT

- a. *This project can help us improve our ability to respond to the needs of the homeless we serve regarding food insecurity and nutrition. When our agency is able to serve more individuals effectively, we are helping the community as a whole as well as the individual. We have a very generous community who are willing to help if the need can be shown and successes can be communicated. This project will help us do both of those things more fluidly and deliberately. When we are seeing a need related to nutrition in our homeless population, we usually need only ask and we will have in-kind donations of food coming in. The homeless that we serve impact our community. By serving their needs with our community onboard, we will be able to serve those in need with the targeted donations that can make the biggest difference.*

QUALIFICATIONS

- A. The applicant must be able to treat the homeless we serve with dignity and respect. The candidate should be interested in learning more about food insecurity and the ways an agency can impact those we serve.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. *The applicant will learn how valuable working with a team can be to affect change and serve others. They will be able to meet with our board of directors and attend community meetings with the director.*

All of the work they will be doing will demonstrate how important community engagement is the life of a non-profit.

B. SKILL DEVELOPMENT

- a. The applicant will learn time management skills, an ability to be flexible, project management and learning to work well with others.

C. PERSONAL GROWTH AND DEVELOPMENT

- a. Applicant will have the opportunity to grow personally by engaging with the homeless clients that we serve. It can be a humbling and never boring experience. Opportunities will be available for weekly mentorship with the director, team members and other community leaders. Upon leaving the internship, I would hope that the intern would be more confident, less judgmental and ready to work on social justice issues to impact the less fortunate in their community.

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date