

BackPack Program

Site Coordinator's Role and Responsibilities



Site Name _____

BackPack Program Overview

Mid-Ohio Foodbank's (MOF) BackPack program works to meet the needs of hungry children and their families. Through partnerships with schools and afterschool programs, we provide simple to prepare, nutritious foods at the end of the week to address a very critical period of hunger: weekends. Mondays can be especially difficult for school-age children if the weekend leaves them hungry. It may negatively impact their physical appearance, school performance and behavior. MOF's BackPack program provides nutritious and easy-to-prepare foods on weekends when other resources are not available.

Position Description

The BackPack Site Coordinator is Mid-Ohio Foodbank's point of contact within your organization; this person helps determine how the program works logistically at your site in which children will be participating. They are responsible for recruitment, organizing and training of volunteers and staff.

Responsibilities:

- Identify and enroll children who will be participating in the BackPack and report any discrepancies on enrollment;
- Ensure BackPacks are distributed to the enrolled group of children;
- Notify parents of the selected children; obtain permission forms; make note of any allergies;
- Track participant statistics and report data to MOF monthly (all tracking/reporting forms provided by MOF);
- Recruit and train staff/volunteers to assist safely and accurately in the packing, tracking, and reporting of overall distribution of groceries to students;
- Update MOF immediately of any changes in program contact and/or number of participants;
- Designate a secure area to bring delivered food to be packed and held for students; and
- Establish clear procedures for distributing food to children and communicate procedures to volunteers.

Site Coordinator (Please Print Name)

Site Coordinator Signature **Date**