



## Thanksgiving (TG) Meal Delivery Program Roles & Responsibilities

<u>Role</u>	<u>Responsibilities</u>
<i>Program Coordinator</i>	To ensure that all Project Leads of the Thanksgiving Meal Delivery Program have a clear understanding and grasp of the goal & objectives, fully delegate the roles and responsibilities to Project Leads, to willing serve where there is a need, to schedule and facilitate Site Coordinator and/ or Partner meetings to verify all information is concise and that all parties are on one-accord with the vision.
<i>Assistant Program Coordinator</i>	To provide assistance to the Program Coordinator (PC) and to delegate tasks, diligently and confidently, in the absence of the PC to the various Project Leads.
<i>Site Coordinator</i>	To serve as the liaison between the Partnering Site and Branches. This person meets with the key individuals from the partner site to share the goals, objectives and needs for the project. They are able to improvise and problem solve, create a positive atmosphere for volunteers, communicate effectively and efficiently prior to & during Thanksgiving, and delegate to volunteers to keep them engaged and happy.
<i>Partner Referral Coordinator</i>	To contact current & potential partners to share the goals & objectives for annual outreach, to clarify if they are in a position to participate and if so, in what capacity, to discuss important dates and tasks needed to properly execute a successful project, to build and keep an open line of communication.

<i>Assistant Partner Referral Coordinator</i>	To provide assistance to the Partner Referral Coordinator (PRC) to delegate tasks, diligently and confidently, in the absence of the PRC to various Project Leads. In addition, ensure that ample individuals have been identified to assist with client verification calls from the various partnering sites ( <i>script for call verifications will be provided</i> ).
<i>Router (North, South, Central areas)</i>	To route clients' addresses into groups that are within the same geographic areas in preparation for deliveries Thanksgiving morning. Routing generally occurs the week of Thanksgiving to ensure that no client is overlooked and all clients and meals associated with the specified address have been properly confirmed.
<i>Food Donations Organizer</i>	To identify organizations that would be willing to serve as a food donation site for the specified Thanksgiving meal items needed. To follow-up with previous organizations whom provided assistance with prior Thanksgivings to confirm their willingness to participate. To confirm items needed from organizations to collect foods (i.e. flyers, boxes, etc).
<i>Assistant Food Donations Organizer</i>	To provide assistance to the Food Donations Organizer (FDO) by ensuring the drop off/pick- up location times and days for the organizations have been finalized by a specified date. Also, assists with ensuring adequate number of volunteers are available for drop off/pick-up and inventorying food items.
<i>Volunteer Recruiter</i>	To solicit and recruit volunteers to provide assistant on the days leading up to Thanksgiving as well as the actual day by posting ads on various volunteer & social media sites for recruitment, create an online volunteer registration form and a process for church core volunteers vs. group volunteers.
<i>Assistant Volunteer Recruiter</i>	To provide assistance to Volunteer Recruiter (VR) to delegate tasks, diligently and confidently, in the absence of the VR to various Project Leads.

<i>Harvest Day Organizer</i>	To coordinate drop-off & pick-up times for the Thanksgiving menu items: mash potatoes, stuffing, cranberry, green beans and canned pumpkin to central Thanksgiving sites (Florida City, Coral Gables & Norland). Ensure that all items have been counted, sorted and organized for pick-up or delivery to Thanksgiving Prep sites.
<i>Assistant Harvest Day Organizer</i>	To provide assistance to Harvest Day Organizer (HDO) with all necessary tasks required to ensure that all food items arrive punctually to Thanksgiving Prep Sites.
<i>Registration Lead</i>	To ensure that the registration table is properly set with the Site box materials, volunteers are welcomed in a caring and positive manner, each volunteer's information is captured and recorded legibly on the registration forms, and that each volunteer has been provided a name badge. Also, assists the Site Coordinator with crowd control and provides general directions to volunteers.
<i>Assistant Registration Lead</i>	To provide assistance to Registration Lead (RL) with all necessary tasks required to ensure a smooth registration process and enjoyable experience on Thanksgiving Day.
<i>Kitchen Coordinator</i>	To liaison with the church staff person to identify the following: number of staff needed to execute food preparation, confirm supplies & utensils needed, address food safety and sanitization, ensure turkeys have been cooked and chilled before Thanksgiving morning, keep line of communication open with Branches team and site.
<i>Food Assembly Organizer</i>	To oversee the individual meal packaging on Thanksgiving Day. Provides instruction to volunteers on portion sizes for individual meals, monitors the volunteers to ensure meals are being packaged correctly, as well as, makes certain that food items are refilled in a timely fashion.
<i>Kid's Corner Officiator</i>	To provide supervision to children present on Thanksgiving Day. If coloring Thanksgiving pictures to send with individual meal, make

	<p>sure that complete pictures are given to the Food Assembly Organizer (FAO) to be placed with the meals. This individual can also use their discretion to provide entertainment for the youth.</p>
<p><i>Clean-Up Organizer &amp; Coordinator</i></p>	<p>To solicit volunteers to assist with clean-up on Thanksgiving Day at each site. To ensure that there is adequate supplies for collection of trash: bags, ties, recycle bins, etc.</p>
<p><i>Photographer</i></p>	<p>To capture engaging photos on Thanksgiving Day at each Thanksgiving Meal Delivery Site. Ensure that all photos are emailed to Development Manager of Branches within 2-3 days of event.</p>
<p><i>TG Day Greeter</i></p>	<p>To set a warm and welcoming atmosphere for all volunteers and/ or clients on Thanksgiving Day. Work alongside Registration team in order to ensure volunteers have a memorable experience regardless if it's their 1<sup>st</sup> or 10<sup>th</sup> time volunteering and that clients feel appreciated and valued.</p>