EV!

Position Description: Campus Kitchen at Elon University - CoBank Fellow

EV! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of position
The Campus Kitchen at Elon University (CKEU) Leadership Team is an opportunity for students with a passion for the mission of CKEU to participate in a position of higher responsibility and leadership. The Leadership Team creates stability for the organization as well as strategic based leadership opportunities for students. The CoBank Fellow participates in the Cooking Shift in and develops weekly nutritional handouts to be delivered to Alamance County Community Services Agency sites.

Essential Duties/Responsibilities
- Develop weekly nutritional handouts
- Coordinate and present monthly nutritional presentation with CKEU Coordinator
- Deliver meals to Alamance County Community Service Agency sites
- Lead biweekly meetings and communicate effectively with CKEU Director
- Work with CKEU Coordinator to accomplish grant deliverables
- Be available on an as-needed basis for assisting with special CKEU initiatives
- Consistently hold one office hour a week
- Attend biweekly Coordinators meeting
- Attend EV! training and retreats

Qualifications
- Able to dedicate a minimum of 2-3 hours a week
- Prior experience developing nutritional handouts (preferred)
- Prior experience with food service (preferred)
- Must be van certified (or able to complete)
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following dates:
  - EV! New Hire workshop: April 10th from 4:15-5:15pm in Moseley 215
  - All EV! Trainings:
    - September 17th from 1-4pm
    - February 16th, 2018, from 3-6pm

For more information about this position contact elonvols@elon.edu
Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ____________________________ Date ______

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