

The Shoreline Soup Kitchens & Pantries: Job Description

Position Title: Director of Programming

Reports to: Executive Director

Hours: 40

Classification: Salary Exempt

Job Summary

The Director of Programming is responsible for smooth functioning of the day-to-day operations of all Shoreline Soup Kitchens & Pantries (SSKP) programs.

Accountabilities

Program

- Provide general oversight and coordination of SSKP Programming including:
 - Coordination with Pantry Managers, Volunteer Coordinator, Program Coordinator, Backpack Pantry Coordinator, and Drivers
- Provide support to Pantry Managers, Volunteer Coordinator, Program Coordinator, Backpack Pantry Coordinator, and Drivers
- Ensure supports are in place for program functionality
- Serve as a link between all programs
- Build relationship with program host sites. Define, formalize, and annualize the covenant relationships with program sites
- Maintain solid, harmonious, and respectful relationship with SSKP host sites, food suppliers, and donors
- Identify and cultivate relationships with social service providers to respond to needs of guests
- Coordinate drivers & trucks schedule
- Be able to drive the SSKP truck if needed
- Represent SSKP at occasional meetings of CTFoodshare and UWSeCT

Statistic Maintenance

- Review statistical data from SSKP programs and alert Executive Director about trends & needs
- Become knowledgeable with statistical reporting processes
- Review data collection processes at least annually with each program staff to ensure consistency and accuracy

Communications

- Maintain open communication with program staff
- Send a weekly program update via email to all SSKP staff highlighting current and future modifications in scheduling
- Alert Executive Director to program needs
- Foster awareness of Shoreline Soup Kitchens & Pantries in the local community
- Regularly communicate with host sites to express gratitude and foster healthy relationships
- Attend monthly SSKP Staff meeting

- Attend monthly meetings of Shoreline Basic Needs Task Force

Guest service

- Ensure that all guests are treated with respect and dignity in all interactions
- Identify needs of guests and alert Pantry Manager and Executive Director

Registration Responsibilities

- Train with SSKP Registrar to be able to provide support as needed
- Coordinate with Registrar, Pantry Managers, and registration volunteers at each pantry site to implement the SSKP Best Practices and Core Values as they relate to registration
- Support the Registrar & Pantry Managers with implementation and maintenance of registration roster of guests

Vehicle Maintenance

- Work with Drivers to maintain SSKP vehicles in working order
- Alert Executive Director to all vehicle needs
- Ensure SSKP vehicles are inspected as required by state & federal guidelines

Assist Pantry Managers & Program Managers

- Spend time onsite with all program staff to gain familiarity with the processes at each site and assist as needed
- Be available to fill in for pantry managers/program staff.
- Maintain updated “Food Handler Certification.”

Qualifications:

- Sensitivity to the diversity of faith communities served by SSKP
- Sensitivity to the needs of guests served by SSKP
- Must be mature, responsible, and able to work autonomously
- Must be able to prioritize assigned tasks
- Must have experience managing and supporting team members
- Must have experience in human services and nonprofit leadership
- Must have effective oral and written communication skills
- Ideally able to be able to communicate in English and Spanish
- Must have computer skills including Word, Excel, and data management
- Must have excellent organizational skills
- Must be flexible with days/times as this position may require some weekends and evenings
- Must be able to carry 15 - 20 lbs., bend, and stretch.
- Must have valid driver’s license and be insurable by SSKP carrier
- Must have reliable personal transportation
- Must have passed the driver medical certification

Our Mission:

The Shoreline Soup Kitchens and Pantries is an interfaith ministry that provides food and fellowship to people in need and educates our communities about hunger and poverty.

June 11, 2025