

CKGC Leadership Team Application

Guidelines

- Listed below is the information requested to complete an application. Place all pages of information in ONE Word document and email the document to *Campus Kitchen* campuskitchen@gettysburg.edu.
- Questions/concerns: Please contact Rebecca Holden, CKGC Coordinator at holdre01@gettysburg.edu
- Check out our website at www.gettysburg.edu/campuskitchen.

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- **NAME**
- **CAMPUS BOX and PHONE NUMBER and EMAIL ADDRESS**
- **GRADUATION DATE and MAJOR/MINOR**
- **JUDICIAL and ACADEMIC STANDING**
- **INTERVIEW AVAILABILITY:** Please list the blocks of time you are free on Monday-Friday, April 15-19th. Should you be offered an interview, we will try to schedule it during one of these times. Interviews will last approximately 15 minutes.

Page 2. Provide a current, professional resume.

If you have not yet prepared a resume, may we recommend the helpful staff at the Center for Career Engagement. You can also access a helpful resume-building guide on the webpage: www.gettysburg.edu/career

Page 3. Write a paragraph in response to each of the follow questions.

- No prior knowledge is required for these positions, only the desire to learn more about Campus Kitchen. What skills or knowledge would you like to gain through our program and the Leadership Team?
- Which position(s) (Shift Leader, Social Media and Publicity Chair, Education and Nutrition Chair, Fundraising and Event Chair, Sustainability Chair and Volunteer Recruitment) would you like to hold and why? How will you contribute?

Application Deadline: Friday, April 12th, 2019 at Noon

Leadership Team Position Descriptions

THE LEADERSHIP TEAM'S (LT) PURPOSE

The LT provides students with the opportunity to take on a position of higher responsibility and leadership in the day-to-day operations of the Campus Kitchen at Gettysburg College (CKGC). LT members will take an active role in weekly activities, as well as in the growth and continuation of the CKGC. Simultaneously LT members will learn the basics of non-profit management, organizational structure, and some cooking!

THE LT POSITIONS:

- **Shift Leader:** Become ServSafe Certified to lead kitchen shifts 2-4 times per month including meal planning, meal preparation, directing and educating volunteers in the kitchen and delivering and serving hot meals when appropriate.
- **Social Media and Publicity Chair:** Promote a positive image of CKGC by creating an active community on social media platforms; advertise special events and help recruit volunteers for the kitchen, donation pickups and meal deliveries.
- **Education and Nutrition Chair:** Lead educational programs such as Food, Land, People, and help to expand our nutritional education programs for youth and senior citizens.
- **Fundraising and Event Chair:** Help organize and run CKGC fundraisers, food drives and events.
- **Sustainability Chair:** Work on maintaining our compost and taking the recycling back to campus bins weekly. Help nurture our herb garden with the compost dirt! Work to spread educational information about sustainability on campus.
- **Volunteer Recruitment:** Help recruit individual volunteers and groups to fill our shifts, recruit food recovery and delivery drivers and engage students in Campus Kitchen and food insecurity issues.

We are open to new ideas and positions for the leadership team. In previous years we have tailored positions to individuals and their interests and talents as they may pertain to bettering the kitchen. If you think this may be the case for you, mention that!

EXPECTATIONS AND RESPONSIBILITIES OF LT MEMBERS:

- **Volunteer:** Volunteer at kitchen shifts biweekly and help out at events
- **LT Meetings:** attend a biweekly LT meeting
- **1-Semester Commitment:** LT members are asked to serve for 1-semester. Positions may be renewed.
- **Position Responsibilities:** LT members will perform their position responsibilities as needed.

The LT is not only "responsibilities" and "jobs"; there will be many accomplishments and opportunities that go along with these positions. It is a great way to build your résumé, learn outside of the classroom, meet people at the College and within the local Gettysburg community, have fun, and make an important impact.