Cougar Food Pantry Lead Intern
Position Description

Overview
This position serves as The Office of Sustainability’s primary liaison to the Cougar Food Pantry at the College of Charleston (CofC). Primary duties include volunteer management, inventory monitoring, and Pantry promotion at campus and community events to combat food insecurity among students and other community members. Strong communication skills and an aptitude for collaboration are key for success in this role.

Duties
The duties outlined below may be amended as needed. The Cougar Food Pantry Lead Intern will:

• Recruit, train, and manage Cougar Food Pantry volunteers
• Research comparable pantries to devise best practices/Standard Operating Procedures
• Coordinate Pantry promotion with the OoS Media Team and CofC Marketing
• Monitor the Pantry inventory

In addition to the specific duties mentioned above, the Cougar Food Pantry Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

• Attend weekly meetings and mandatory Office events and trainings, including Orientation
• Maintain a project journal
• Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
• Meet with Staff Advisor on a semimonthly basis (2x/month)
• Submit weekly updates to Staff Advisor
• Complete one self-assessment
• Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to the appointed Division of Student Life Supervisor and the Intern & Student Coordinator in the Office of Sustainability.