

Walnut Hill Community Church

Position Description

Revised 5/7/2026

Position: Food Pantry Coordinator
Reports to: Associate Outreach Director
Hours: Part Time (20 hours per week)

Position Overview

The Food Pantry Coordinator, in partnership with the Associate Outreach Director, is responsible for providing leadership and oversight to the Walnut Hill Community Church Food Pantry operation, ensuring an environment of unity, honor and excellence. This person is responsible for helping develop, equip and empower volunteer teams to participate in the Food Pantry operation. The Food Pantry Coordinator will also be expected to work closely with the Food Pantry Leadership Team to assist and help support food pantry needs as they arise. Because of the nature of this role, this person needs to demonstrate both a high degree of initiative and self-directed management of their day-to-day and weekly responsibilities.

Job Philosophy

As a vital part of the Walnut Hill Community Church ministry staff, the Food Pantry Coordinator plays an important role. The underlying approach to serving the needs of staff, volunteers, participants, programs, ministries and visitors will be guided by the desire to reflect Christ's love and model servant leadership. Actions, attitudes and words will be guided by our staff values of Unity, Excellence and Honor and our church mission to *Ignite a passion for Jesus* in Connecticut, New England and around the world.

Specific Responsibilities

- Act as the primary advocate and voice of the Food Pantry, its leadership team, volunteers and clients, and provide necessary communication to the Associate Outreach Director, Facilities Director, Finance Manager and Communications Director to ensure timely support and alignment of direction and plans.
- Work closely with and lead the Food Pantry Leadership team in yearly, quarterly, monthly and weekly planning efforts and help ensure ability and resources are in place to execute those plans. This includes the pantry scheduling, communications and execution of the pantries in Bethel and Derby.
- Act as the "identified representative" of the Walnut Hill Community Church Food Pantry to our major key partners and stakeholders outside of Walnut Hill, including CT Food Share, United Way of Western Connecticut, the Danbury Food Collaborative, Ability Beyond, the Town of Bethel Social and Educational services, and other social service agencies and organizations.
- Schedule and lead the pantry planning and quarterly meetings. Participate in the biannual Steering Committee meetings.
- Act as the line manager for all Food Pantry staff positions. Ensure the timely submission of weekly hours, assist with any work-related questions, concerns or issues, and provide daily support and encouragement.

- Work closely with the Food Pantry Administrator to ensure she or he has the resources needed to receive, store and move food and pantry related items.
- Work closely with the Food Pantry Logistics and Facilities support person to ensure they are properly scheduled and have the resources they need to meet the expectations of the role.
- Work closely with the Food Pantry Volunteer Coordinator to ensure pantry scheduling and volunteer management requirements and responsibilities are being properly met in a timely fashion and volunteers are being properly name cleared, tracked and communicated with.
 - a. This also includes working with the Food Pantry Administrator and the Director of our Special Needs Ministry to coordinate the involvement of our Special Needs community of volunteers.
- Partner with the Food Pantry execution team to ensure they have what they need to support the execution of our Bethel and Derby pantries. Display willingness to assist as needed, and this may include lifting and moving heavy objects.
- Work with the Derby Campus Pastor to ensure the Derby Pantry is properly planned.
- Work with the Associate Outreach Director on a financial support plan and budget and ensure the budget is being followed.
- Identify and develop grant writing and support fundraising opportunities. Ensure a timely and quality submission is made on behalf of the pantry and Walnut Hill Community Church.
- Ensure the Food Pantry operation operates according to state and federal requirements associated with TEFAP and CTNAP food.
- Be visibly present on a daily/weekly basis to the pantry team and community of volunteers and actively support the daily activities associated with our pantry operations.

Team Responsibilities

- Lead Food Pantry team weekly and quarterly meetings.
- Provide one-on-one meetings with Food Pantry direct reports.
- Be available for regular check-in/planning meetings with food pantry staff.
- Regularly attend Bethel and Derby pantries.
- Participate in weekly WHCC staff meetings.

Qualifications, Gifts and Strengths

- Ability to perform each essential duty satisfactorily
- Unwavering commitment to Jesus Christ, demonstrated through Christian maturity
- Commitment to the doctrinal beliefs and a member of Walnut Hill Community Church
- Able to communicate well with volunteers
- Trustworthy, anticipates needs without oversight, good organizational skills, focus on the tasks at hand and efficient follow-through
- Strong interpersonal skills in working with a variety of personalities and situations
- Strong communication abilities in writing, on the phone, using social media and face-to-face
- Discretion, perseverance, patience, flexibility, sense of humor, team spirit, genuine caring and relational intelligence
- B.A. or Masters (or the equivalent)