



Program Director; Copper Shores Meals on Wheels

POSITION SUMMARY

The Program Director is responsible for the overall leadership, management, and overall operation of the Copper Shores Meals on Wheels program. Copper Shores Meals on Wheels program provides nutritious meals and a friendly connection to homebound seniors. This position requires a dynamic individual to lead and enhance our Meals on Wheels program. This leadership role provides strategic oversight, staff supervision, budget management, compliance with regulatory requirements, contract compliance and community partnership development to support program sustainability and growth.

GENERAL RESPONSIBILITIES

- Oversee daily operations of Copper Shores Meals on Wheels program, including meal production, delivery, scheduling and client services.
- Develop, implement and monitor program policies, procedures and standard operating practices.
- Collaborate with staff to create well-balanced menus for seniors with varying dietary needs.
- Stay up to date on nutrition trends, research, and best practices to continuously improve the nutritional quality of our meal offerings.
- Establish and maintain rigorous quality assurance standards and food safety standards for meal preparation, packaging and delivery.
- Conduct regular evaluations of the program to ensure compliance with health and safety regulations.
- Collaborate with local agencies to identify opportunities for joint initiatives and resource sharing.
- Recruit, train, and supervise a dedicated team of kitchen staff, route drivers, meet and eat site coordinators and volunteers.
- Foster a positive, mission-driven team culture emphasizing safety, accountability and compassion.
- Address staffing needs, scheduling and coverage to ensure uninterrupted service.
- Manage the budget for the program, ensuring fiscal responsibility and sustainability.
- Identify and pursue grant opportunities and partnerships to secure additional funding for program initiatives.
- Assist with grant compliance, reporting and data collection related to funding sources.
- Maintain accurate program records, reports and documentation.

- Collaborate with external organizations, vendors and community partners to establish and maintain contracts and agreements that benefit and support the program.
- Prepare regular reports for internal and external stakeholders, highlighting program achievements and areas for improvement.
- Represent the program at community events, meetings and outreach activities.
- Contribute to organizational strategic planning and long-term goals
- Assist in the coordination of all Copper Shores events, activities, volunteer coordination and other special events as identified/defined.
- Attend trainings, meetings, and other related activities as they relate to the position or for professional growth and development.
- All other duties as assigned.

REQUIRED QUALIFICATIONS

- A combination of a minimum three (3) years of relevant work experience and/or education in a fast paced, commercially-scaled food production environment with a demonstrated track record of success. OR a Bachelor's degree in public health, nutrition, social services, nonprofit management, or business is preferred.
- Experience supervising staff and/or volunteers.
- Knowledge of food safety, commercial kitchen operations and/or elder services.
- Proficiency with basic computer applications and data tracking systems.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.
- Exceptional problem-solving and decision-making abilities.
- Strong commitment to the Foundation's mission and values.
- Valid driver's license and ability to pass a background check.
- Ability to sit, stand, walk and move throughout office, kitchen and community settings.

PREFERRED QUALIFICATIONS

- Experience managing grant-funded programs and contract compliance.
- Familiarity with Meals on Wheels or senior nutrition programs.
- Experience with budget development and financial oversight

TYPICAL WORK SCHEDULE

Monday through Friday, 8:30 a.m. – 4:30 p.m. and as needed. May require some flexibility to work early or evening hours depending on program needs.

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full Time, Exempt Salary.

Copper Shores is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that's expected to be between \$60,000 to \$70,000 per year, depending on combined experience and education.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.

- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.