



**Second Harvest Food Bank Santa Cruz County
Gleaning Program Coordinator
Non-Exempt
Annualized Salary \$65,083-\$70,866 DOE**

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 70,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals, including applicants with a criminal history.

REPORTS TO: Food Sourcing Director

SUPERVISES: Volunteers

JOB SUMMARY: the Gleaning Program Coordinator leads and grows Second Harvest's field gleaning and backyard bounty programs by managing day-to-day operations while also building and stewarding relationships with growers, donors, and community partners.

This is a hands-on role ideal for someone who enjoys working outdoors alongside volunteers and farmers, and who is equally comfortable cultivating relationships and communicating the impact of the program to supporters to expand the program's reach, sustainability, and visibility through thoughtful donor and partner engagement.

Field Gleaning Program (40%)

- Supervise, train, and support volunteers during field gleaning events, ensuring a positive, safe, and productive experience.

- Serve as the on-site point of contact with farmers, Second Harvest staff, and volunteers during gleaning activities.
- Assist with harvesting, sorting, and packing fruits and vegetables during gleaning events.
- Work alongside and support volunteers, providing guidance when needed.
- Ensure proper harvesting, handling, and packing by volunteers.
- Ensure compliance with food safety protocols and organizational policies.
- Track and report gleaning data such as pounds of food collected and number of volunteers in attendance.
- Foster an inclusive and welcoming environment for volunteers of all backgrounds.
- Report gleaning outcomes, challenges, and successes to program staff.
- Represent the organization in a professional and respectful manner with farmers, partners, and volunteers.
- Communicate with SHFB Operations staff regarding pickups and logistics.

Backyard Bounty Program (30%)

- Serve as the primary point of contact for participating homeowners, ensuring clear communication, scheduling, and positive experiences
- Recruit, train, and supervise volunteers for backyard harvests, with a focus on safety and positive community engagement
- Coordinate harvest schedules, routes, and transportation to ensure efficient and timely produce recovery
- Identify opportunities to grow the program by increasing homeowner participation, volunteer involvement, and seasonal harvest capacity
- Ensure adherence to food safety standards, volunteer safety protocols, and homeowner agreements during backyard harvests
- Track participation, volunteer hours, and pounds of produce collected through the Backyard Bounty program

Donor Cultivation & Stewardship (20%)

- Cultivate and steward relationships with individual donors, farm donors, and community supporters connected to the gleaning program
- Work with the Food Sourcing Director to identify, engage, and steward prospective donors with an interest in food recovery, agriculture, or sustainability
- Host donor and supporter site visits, field tours, and gleaning days to demonstrate program impact firsthand
- Assist with donor communications, including impact stories, photos, reports, and updates related to gleaning
- Support fundraising efforts tied to the gleaning program, including campaigns, grants, or special events as needed

Program Growth & Community Engagement (10%)

- Identify opportunities to expand gleaning sites, partnerships, and volunteer engagement

- Represent the organization at community events, farm meetings, and outreach activities
- Collaborate cross-departmentally to align gleaning with broader food access and hunger relief goals
- Contribute to program planning, evaluation, and continuous improvement

QUALIFICATIONS:

- 1–3 years of experience in nonprofit programs, food systems, agriculture, volunteer management, or community outreach
- Experience coordinating logistics, events, or field-based programs
- Demonstrated ability to recruit, train, and supervise volunteers
- Strong organizational and project management skills with the ability to manage multiple harvests or events simultaneously
- Excellent written and verbal communication skills
- Commitment to food justice, hunger relief, and equitable food access
- Knowledge of best practices for produce handling and/or direct agriculture experience
- Ability to analyze data and derive business insights.
- Proficient in MS Office applications.
- Strong written and verbal communicator with interpersonal skills for networking and relationship management.
- Food Safety Certification within 90 days of employment

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.

- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Ability to work flexible hours, including early mornings, evenings, and occasional weekends during peak harvest seasons.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone and in-person. The person in this position frequently communicates with volunteers and growers who have inquiries; must be able to exchange accurate information in these situations.
 - Must be able to sit at a desk or in a vehicle for long periods of time to perform certain job functions.
 - Be able to read, write, and interpret written reports, documents and manuals.
 - Able to safely lift or carry items weighing up to 50 pounds.
 - Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
 - Long-term standing, walking and kneeling required.
 - Bi-manual dexterity and able to use a computer keyboard.
 - Frequent standing and sitting throughout the day.
 - Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
 - Climb up or down stairs.
 - Variable work environment: work is conducted both indoors and outdoors including a warehouse setting with heavy machinery, as well as work in orchards and fields with various weather conditions.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community needs. Advanced notice will be provided.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

JOB DETAILS: This is a full-time, regular, non-exempt position with a starting hourly rate of \$31.29 to \$34.07 (annualized to \$65,083 to \$70,866), depending on education and experience.

STANDARD WORK SCHEDULE: Hours are most commonly Monday-Friday from 8:00 AM - 5:00 PM, however, occasional weekend and evening work may be required

WORKSITE: 800 Ohlone Parkway, Watsonville, CA 95076

WORK FROM HOME: Not Eligible

To Apply: Please submit a cover letter and resume at www.thefoodbank.org/careers.