YMCA AT VIRGINIA TECH

At-risk Meal Distribution Intern

FEDERAL WORKSTUDY ELIGIBLE STUDENTS ONLY

Overview:

Title:	**At-risk Meal Distribution Intern**
Hours per week:	**10 hours**, on average
Rate of pay:	**$20.00 per hour**
Time period:	2025/26 academic year
Schedule	M-F late afternoon/evenings; occasional weekends may be required
Positions:	2 positions available
Synopsis:	Provide freshly prepared meals and snacks to food insecure children in a supportive environment

Job Description

Summary

The Y at VT offers meaningful paid internship positions that provide students with hands-on experience, applying concepts learned through coursework to real-world situations.

Reporting to the Director of Food Insecurity Programs and Operations, the At-risk Meal Distribution interns will provide freshly prepared meals and snacks to food insecure children in a supportive environment. The program takes place daily, Monday through Friday in the late afternoons / evenings. Individuals who are passionate about food security, healthy living, and social responsibility are encouraged to apply.

Responsibilities:

- Meal Service Delivery
  - Serve supper and snacks to children at designated community-based locations.
  - Ensure meals meet USDA meal pattern requirements and nutritional standards.
  - Follow food safety guidelines, including proper storage, preparation, and serving practices, for the health and safety of children.
  - Maintain a clean and organized work environment, including food preparation and dining areas.
- Record Keeping and Compliance:
  - Maintain accurate USDA CACFP production/meal counts, and attendance records, essential for program compliance and reimbursement.

    - Ensure all records are organized, readily accessible, and available for review.
    - Adhere to state and local health and safety standards applicable to childcare facilities
- Site Management
    - Collecting daily meals for distribution
    - Set up service locations for program delivery
    - Ensure the maintenance and cleanliness of program sites and equipment.
    - Engage and provide leadership to volunteers and site assistance

Experience and Qualifications:

- Passionate about food insecurity, healthy living, and social responsibility
- Strong attention to detail and an eye for consistency in language, layout, and visual design
- Ability to complete assignments on time and work within tight deadlines
- Demonstrated commitment to working collaboratively with colleagues and other community organizations
- Comfort with on-line tools and resources
- Attention to detail
- Proficiency with Microsoft Office Professional Suite
- Excellent oral and written communication skills

At the YMCA at Virginia Tech, strengthening community is our cause. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to build community in the New River Valley through leadership, learning, and service; providing opportunities for individuals and families to learn, grow, and thrive. We strive to build community by:

- Nurturing the potential of children and young adults through academic enrichment, after-school, and leadership development programs
- Improving the health of well-being of individuals and families within the New River Valley through continuing education, food security, and wellness programs
- Leading by example as a socially responsible organization offering community recycling programs, promoting a sustainable food system, providing meaningful volunteer opportunities, and serving as a philanthropic partner for mission advancement.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our staff team. To learn more about the YMCA at Virginia Tech, our programs and services please visit www.vtymca.org.

TO APPLY:

Review of applicants will begin immediately. Please send cover letter and resume to kevin.wiltsee@vtymca.org; include "At-risk Meal Distribution Intern" in subject line. Feel free to call (540) 961-9622 with questions.