



Nutrition Coordinator

Reports to: Nutrition Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$20.50-\$21.50 per hour

Job Type: Part-time, 28 hours per week

Overview/Position Summary:

The Nutrition Coordinator is a highly organized and proactive individual who plays a key role in planning, preparing, and managing meal services for over 300 members. As the second-in-command for the Nutrition Program, they work closely with the Nutrition Manager and take the lead in their absence. This position involves input in menu creation, supervising staff and volunteers, and ensuring compliance with food regulations and Club policies. Additionally, the Nutrition Coordinator oversees Club Love on Wheels, the Club's food truck, and provides guidance to culinary youth leaders, helping them develop kitchen skills and prepare for ServSafe certification, if eligible.

Responsibilities/Skills and experience relevant to this position:

- Assist in creating nutritious and diverse meal menus
- Assist with meal preparation and planning for the week for over 300 members
- Provide feedback and oversight to cafe staff and volunteers
- Track food and supplies
- Provide culinary assistance or training to staff, volunteers, and Club members
- Ensure compliance of all Club policies and procedures, state food regulations, and certifications
- Coordinate the *Club Love on Wheels* food truck program, including driving, food prep, route planning, and on-site distribution to expand food access for youth and families while supporting member recruitment.
- Track data and provide monthly outcome reports
- Attend and participate in weekly youth service and program meetings
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues
- Ensure productive and effective performance by all assigned program staff and volunteers
- Experience in writing program curriculum and report writing
- Excellent written and communication skills
- Excellent relationship building skills
- Proficient computer skills along with ability to learn and utilize multiple platforms
- Attention to detail, willing to learn and have strong organizational skills
- Interest in working with multicultural teams with diverse constituencies
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision

Qualifications

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Must have supervisory experience.
- Three-year minimum of work experience.
- Education: Bachelor's degree or equivalent work experience.
- Authorized to work in the U.S.
- MA or NH Drivers license and good standing driving record
- Able to drive Club vehicles.
- Ability to manage and supervise members age 8 to 18 in a safe environment.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Age requirement: 21+
- Bilingual preferred.
- Ability to lift 50 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words.

Benefits:

- Paid time off, Training, etc. – for a full list of benefits, please see our website.
- Work schedule – Monday and Friday 1-6 pm, Tuesday, Wednesday, and Thursday 1-7 pm - No weekends (special events excluded).
- Values and mission driven organization.
- Interaction with positive, community-minded team, along with amazing young people.



How to respond

- Please submit your resume to Sally Thayer sthayer@lbgc.org

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person interviews .
- We would like to have selected the candidate by February 28, 2026

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls Club of Greater Lowell will provide reasonable accommodations in the hiring process.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.