



EBT/SNAP Intern

Organization: Urban Food Connections of Utah

Job title: EBT/SNAP Intern (unpaid)

Supervisor: Market Director, Market Manager, Program & Grant Manager

Category:
 Administrative Support
 Coordinator
 Director
 Executive team
 Manager
 Sales
 Other - seasonal

Type of position:
 Full-time
 Part-time
 Intern

Hire date: May/June 2018

Hours 10-15/week
 Exempt
 Nonexempt

Job description:

The Electronic Balance Transfer (EBT)/SNAP Intern will be responsible for managing the Supplemental Nutrition Assistance Program (SNAP) booth. The EBT/SNAP Intern will be responsible for volunteer recruitment, dispensing SNAP tokens, and recording redeemed tokens. The EBT/SNAP Intern is expected to work every Saturday from June 9 - October 20 from 7 am - 3:30 pm. Up to five additional hours a week will be required for EBT office work.

Responsibilities:

- **Staff the SNAP booth** each week during the farmers market season.
- **Recruit volunteers** for the SNAP booth during the farmers market season.
- **Collect and file** vendor agreement forms.
- **Track the distribution of SNAP tokens** at the farmers market and other reconciliation duties as directed.
- **Work with eligible farmers market vendors** to ensure compliance with displaying signage.
- **Coordinate** with DWS, FNS and other appropriate agencies to advertise the program to recipients.
- **Distribute outreach fliers** to community partner agencies.
- **Field Vendor Complaints:** Be able to address vendor concerns regarding other vendors or participants at the Market. Understand the process for communicating complaints to Management.

Skills:

- Should be dependable and flexible in case there are changes in staff or operations.
- Should be passionate about local food and food access.
- Must be able to provide friendly and competent customer service.
- Must be able to set up and take down a portable outdoor canopy.
- Must be able to lift 50 lbs, withstand fluctuating temperatures outdoors, and work Saturdays throughout the market season.