

MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE: Community Resource Coordinator

REPORTS TO: Human Resources

RELATES CLOSELY WITH: Men's Shelter Team Members
Volunteer/Event Coordinator
Volunteers
Community Guests

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with volunteers, community guests and co-workers as opportunities arise.
- Oversight of all Community Ministries programs.
- Conducting weekly chapel services for community ministry pantries.
- Maintaining accurate records of all assistance and gifts-in-kind (GIK).
- Providing monthly statistical reports.
- Contacting area human service agencies for purposes of networking and referrals, as well as verifying guest needs.
- Maintaining a current knowledge of area resources.
- Coordinating and supervising community ministry events.
- Maintaining ministry and recipient confidentiality.
- Any other tasks as assigned by supervisor.

PRIMARY STRENGTHS AND ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the by-laws and statement of faith of the organization.
- Minimum of an associate's degree or equivalent related experience in a human service field; non-profit experience and knowledge preferred.
- Must possess excellent verbal and written communication skills.
- Must possess excellent computer skills including MS Excel and MS Word.
- Must possess excellent interpersonal skills and adhere to professional boundaries.
- Shall be able to work well with people of diverse populations or backgrounds as well as other agencies, volunteers, guests and team members.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 25 hours/week
- Flexibility in schedule at times may be necessary.

I have read the above, and understand it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and I understand the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and that the Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this position description.

Signature

Date

DATE: 01/2021