

Open Position for Coordinator of Bridge of Hope Food Pantry

LIFT Parish LLC



Position Title: Bridge of Hope Coordinator

Reports To: Hayes Memorial UMC Pastor

Position Status: Hourly up to 10 hours weekly with no allowance for overtime or compensatory time.

Position Location: Hayes Memorial United Methodist Church. Some job requirements may be completed from home. Documentation of all hours need to be included on timesheet.

Position Description:

The Bridge of Hope (BOH) Coordinator will play a vital role in the success of the Bridge of Hope ministry that exists as a food pantry available to all expressing need of the resource within the community. The BOH Coordinator will have primary responsibility for ensuring the pantry is well stocked through the use of ordering items from regional food banks, soliciting donations from LIFT Parish member congregations, and in emergency situations, purchasing items. The Coordinator will ensure that all reporting requirements for ongoing use of the regional food banks is completed in addition to supplying a monthly statistical report to the LIFT Parish. It will be vital for the Coordinator to recruit, train and utilize volunteers to create a sustainable and efficiently run food pantry.

Position Responsibilities:

- Recruits, trains and schedules volunteers from LIFT churches to ensure staffing of the food pantry at all times.
- Provides oversight of all volunteers and shares ongoing needs for new volunteers with supervisor.
- Orders food from regional food banks and other sources. Additionally, coordinates volunteers who will pick up the food from the food banks.
- Program expenses are recorded and kept within budget. The need for material items or financial support is to be identified and communicated with supervisor.
- Tracks number of clients served, which days of the week and times of day to establish the best time to be open to the public.
- Maintains records required for reporting to Food Banks as well as the LIFT Parish. Submission of reports to be completed on time.
- Attends monthly LIFT meetings to share updates and provide reports as requested.
- Works with Camino de Vida to address needs of Latino/Migrant families
- Timesheets and professional reimbursement requests are submitted per established guidelines.

Competencies and Requirements:

- Exceptional interpersonal, organizational, and planning skills
- Prior experience leading and building teams and developing volunteers
- Spiritual gifts of leadership, hospitality, and compassion.
- Understanding of cultural diversity and inclusivity.
- Strong computer skills including proficiency with spread sheets, databases, and word processing software. Preferred experience with Windows based software (Excel, Word, PowerPoint, Publisher)
- Bilingual skills preferred

Email applications to: Rev. Paul Bailie (bailiepaul at gmail dot com)