

Christ Church United Methodist Christ Church School

2025

TITLE: Coordinator of Outreach and Parkway Pantry

STATUS: Part-Time – 24 hours

CLASSIFICATION: Non-Exempt

REPORTS TO: Senior Pastor

Christian Commitment

- **Exemplify the CCUM Mission and vision: Reflect the love, hope, and joy of Jesus Christ to our community**
- **Demonstrate love for God**
- **Caring about members, volunteers and constituents**
- **Show Christian professional competence and vision**
- **Live and communicate according to Biblical standards**
- **Build Christian community**
- **Remain an active member of a Christian Church**

Main Purpose of the Position

The Coordinator of Outreach and Parkway Pantry will oversee daily pantry operations and community outreach initiatives to foster a welcoming, hopeful, and loving environment. This role includes managing volunteers, ensuring smooth pantry processes, maintaining compliance with supporting agencies, and implementing impactful community events and meals.

Essential Duties and Responsibilities

1. Pantry Operations:

- Oversee the pantry's daily operations to maintain a positive, supportive atmosphere.

- Ensure that pantry processes are efficient, client-friendly, and in line with agency guidelines.
- Communicate regularly with volunteers to keep them informed and motivated.
- Assist in organizing pantry layout and restocking, ensuring food and resources are readily available.

2. Volunteer Coordination:

- Recruit, train, and support volunteers to ensure they are equipped for their roles.
- Maintain ongoing communication to keep volunteers informed of changes, schedules, and events.

3. Training and Compliance:

- Conduct and attend training with partner agencies, staying updated on policies and best practices for pantry operation.
- Implement agency processes to better serve families and ensure compliance with all guidelines.

4. Reporting and Record-Keeping:

- Maintain accurate records and submit required reports to all partner agencies.
- Ensure data is collected efficiently and consistently, documenting the number families served and resources distributed.

5. Community Meals:

- Organize and support weekly community meals on Wednesday and Sunday.
- Ensure meal preparation and distribution runs smoothly, fostering a welcoming environment for all participants.

6. Special Events Coordination:

- Plan and implement special community events that address the needs of the served population.
- Collaborate with local partners, such as Tedder Elementary, to host outreach events that strengthen the community.

7. Large Events:

- Coordinate with lead pastor and ministry staff to assist with larger events such as holiday meal programs, food drives, and other outreach efforts.

8. Database and Budget Management:

- Oversee volunteer scheduling and maintain a database of pantry clients.
- Manage purchasing, credit card requisitions, and work within a budget to ensure pantry sustainability.

9. Responding to Inquiries:

- Provide clear, compassionate, and future-oriented communication with volunteers, clients, and agencies.
- Maintain a collaborative approach to addressing challenges and implementing new ideas.

10. Collaboration and Teamwork:

- Work closely with Christ Church clergy and ministry leaders to align pantry and outreach efforts with the church's mission of service and community impact.

Job Knowledge, Skills, and Abilities

- **Creativity:** Ability to develop new ideas for community engagement and pantry efficiency.
- **Works well with a team/volunteers:** Effective coordination and management of volunteer efforts.
- **Good/Positive Communication Skills:** Clear, supportive communication with volunteers, community members, and partner organizations.
- **Relational with community and families:** Building positive, trust-based relationships with pantry clients. Ascertain which people may need immediate assistance and to act accordingly.
- **Commitment to Spiritual Growth and Development:** Upholding the values of hope and love in all interactions.
- **Commitment to Professional Development:** Continuously learning and improving in the areas of pantry management, outreach, and leadership.
- Must be able to meet the physical and mental requirements of the position.

Education and Experience

- Associate or Bachelor's degree a plus.
- Passion for community service and outreach.
- Strong organizational and communication skills.
- Ability to manage and motivate volunteers.
- Experience in pantry or food distribution management is preferred.
- Basic knowledge of reporting and compliance with local or state agencies.
- Ability to work both independently and as part of a team.

Schedule:

- Pantry Operations: 15 hours per week (Monday, Wednesday, Friday: 7:00 AM – 12:00 PM)
- Reporting and Administration: 1 hour per week (average)
- Community Meals: 6 hours per week (Wednesday and Sunday)
- Special Events

Christ Church United Methodist Church/Christ Church School staff team members are expected to lead by who they are and how they relate to others as much or more than by the work they prepare and deliver. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to this position. "By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Organization."

Employee Signature: _____ Date: _____