

Park Avenue United Methodist Church

Coordinator of Cornerstone Ministry

Purpose:

To coordinate and manage Park Avenue's commitment to the needs of our community through donated resources, distribution of clothing, hygiene supplies and coordinating and supervising volunteers.

Compensation:

\$18/hour

Part time- 18 hours per week, non-exempt

Benefits Eligibility: Vacation accrual

Long Term Disability

Short Term Disability

Accidental Death & Dismemberment

Spiritual Qualification:

Personal relationship with Jesus Christ as demonstrated through a commitment to Christ's teachings in both language and actions.

Qualifications:

Person who understands the mission and vision of the church and is comfortable working with people from all walks of life. Must have compassion, discernment, and be able to delegate duties to others with respect. Good organizational skills are required. Ability to speak Spanish is a plus.

Principle Responsibilities:

Duties include, but are not limited to...

Working with Cornerstone volunteers each day that Cornerstone is open to clients

Coordinating all donations, both financial and material.

Arranging for and coordinating donation pick-ups from local stores.

Recruiting, providing training for, and supervising volunteers.

Managing finances and following proper protocol for deposits and disbursements.

Being aware of resources in community to refer clients to.

Holding meetings at least quarterly with volunteers to coordinate, collaborate and ensure that Cornerstone is running smoothly, as well as getting feedback.

Attending bi-monthly NOW meetings.

Reports To:

Pastor Jia Starr Brown

Please provide resume and cover letter to:

Park Avenue Church/SPRC

Atten. Main Office

3400 Park Avenue, Minneapolis MN 55407