

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

VINE + BRANCHES MINISTRY ASSISTANT

Purpose

To partner in ministry with the Director of Vine + Branches by:

- 1) Providing program support through the weekly sorting of donations and store upkeep;
- 2) Conducting appointments with referred clients and sharing the love of Jesus by meeting their clothing needs; and
- 3) Building and maintaining relationships with program volunteers while working alongside them.

Characteristics and Qualifications

- a. Loves Jesus: Is committed to Jesus and his teachings of love, grace, truth, forgiveness, justice, service, and compassion.
- b. Caring: Demonstrates empathy and compassion for other people's struggles, and is willing to work closely with volunteers and clients from all walks of life (including minorities, refugees, those recently released from prison, those dealing with addiction and mental health issues, the homeless, transgender individuals, the elderly).
- c. Organizer: Possess strong attention to detail and has the ability to multi-task.
- d. Communicator: Demonstrates effective communication skills. Needs to have comfortable conversational skills with different kinds of people (including those with no or little English).
- e. Able-bodied: Have physical strength to work standing all day, be able bend, stoop and lift up to 50 pounds.
- f. Recycler: Must have a heart for re-use and the ability to make quick decisions about re-use potential.
- g. Problem Solver: Has an infectious optimism and willingness to look for solutions.
- h. Boundary Setter: Must be able to set personal boundaries, speak with authority.
- i. Education: College degree or equivalent work experience.

Roles and Responsibilities

1. Program Support (30%)
 - a. Assist with sorting donations of clothing and household items on a weekly basis (Mondays).
 - b. Keep workroom organized, even as donations continually come in.
 - c. Organize donations for seasonal storage and assist with bi-annual seasonal changes in the store.
 - d. Attend monthly meetings with Mission Coordinator.

- e. Assist with special projects.
 - f. Purchase and maintain all store and office supplies.
 - g. Assist with the process of dispensing with unwanted donations.
 - h. Attend monthly All Staff meetings.
2. Inreach (35%)
- a. Develop and maintain strong relationships with volunteers.
 - b. Work alongside volunteers to prepare the store for the week (Tuesdays).
 - c. Assist with recruiting, training and scheduling volunteers.
 - d. Assist in the planning and execution of the annual volunteer appreciation event.
3. Outreach (35%)
- a. Meet with referred clients to provide free clothing and other material goods as needed. These are scheduled, one-on-one, hour-long visits.
 - b. Set up appointments and maintain records of appointments.
 - c. Communicate and network with social workers and the community.
 - d. Oversee the Washing Well.

Relationships

This is a 20 hour per week position (.5).

This position reports directly to the Director of Vine + Branches. Vine + Branches is a ministry of Hope Church and is overseen by the Missions Coordinator.

- May 24, 2018