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**POSITION TITLE: Assistant Director of Logistics** **DEPARTMENT:** Ministry Services**REPORTS TO:** Director of Procurement**HRS PER WEEK: 24 - Hourly**Position summary Fulfill and coordinate material to be transported to each Campus to create a like environment for multi-sites for weekend services and/or events. As well as supplying the tools and people necessary to fulfill ministry needs to create a streamlined path to their adventure with Jesus with a commitment to excellence.POSITION RESPONSIBILITIES: * Fulfillment (Tuesdays) – oversee and develop a volunteer team to unload and distribute materials returned from each Campus. This team also fulfills orders from Campuses
* Deliveries: Receiving deliveries throughout the week and distributing to the requesting ministry
* Transfer (Thursdays) of weekend materials to multi-sites – oversee and participate with the volunteer transfer team (1 driver per Campus) for pick up and drop off of materials. Includes: recruitment and training of regular drivers and subs
* Event and/or special service deliveries – get drivers and truck if needed
* Transfer Room – continue to strategize and develop ways of keeping stock updated and inventoried, to include:
* Count and bundle incoming material to match order form
* Print as needed to maintain quantities of inhouse print material
* Collate packets for Kids and Students for stock
* Keep Campus Order Form updated on Creekhelp
* Printing – Using Large Format Printer – assist the Arts team in printing signage as needed
* Receptionist – oversee and develop the receptionist team – 2 shifts daily/40 hours weekly volunteers to include: guests/deliveries/mail/projects, to include: recruitment and training
* Projects (weekly) – for different departments, to include:
* Arts – identify and oversee appropriate craftsmen for building of Props (weekend stage and other), as well as inhouse printed/crop and affixed signage
* Ministries – prep and distribute material/items to Campuses, such as DreamTeam shirts (rolled and banded), collate and prepare packets for large events,
* Oversee, lead and develop approx. 20 volunteers on a weekly basis
* Notary for Cars Ministry

POSITION REQUIREMENTS: * Being a tithing Missional Member in good standing at CedarCreek Church
* Attendance at a weekend service and in a Group or on the DreamTeam
* Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
* Honoring the CedarCreek Church Staff 10 Points of Accountability
* Any additional requirements set by the Direct Report and or Executive Director

MEASUREMENTS: The Positionwill be evaluated by the following quantifiable measurements:* List of quantifiable measurements
* Feedback from Campus staff regarding receiving all the materials
* Efficiency of volunteers to pull understand and pull orders from transfer/stock room
* Projects completed in a timely manner with excellent final product
* Guests/callers being directed to the correct avenue

ACCOUNTABILITIES: The positionwill also be held accountable for the following:* Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
* Maintaining good fiscal responsibility, stewarding resources with excellence
* Maintaining unity within all Departments, Campuses, and Ministry Areas
* Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

**ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:** * Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Kneeling. Bending legs at knee to come to a rest on knee or knees.
* Crouching. Bending the body downward and forward by bending leg and spine.
* Reaching. Extending hand(s) and arm(s) in any direction.
* Standing. Particularly for sustained periods of time.
* Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
* Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
* Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
* Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
* Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
* Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position. * Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision. * The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The conditions the worker will be subject to in this position. * None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

DisclaimerNothing in this job description restricts the right of the Position’s Direct Report toassign or reassign duties and responsibilities to this job at any time. This is an at-willposition and can be terminated at any time. |