**Position Title: Outreach Director, Car Care Clinic** **Department: Campuses**

**Reports to: Campus Pastor** **Campus/Team: Perrysburg Campus**

**Average Hours Per Week: 40+ Salary**

**Position Summary:**

The Outreach Director of the Car Care Clinic is responsible for providing oversight of the day-to-day operations, management and growth of the Car Care Clinic to insure single moms have the opportunity to experience safe, reliable transportation. This includes the guest experience, scheduling service, maintenance of vehicles and re-gifting of vehicles; recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings in the DreamTeam structure; recruiting, equipping and developing new and competent leaders; and overall financial management of the clinic. Specific opportunities include car donations and sales, Outreach Group leaders, Week 4 of GrowthTrack.

**Position Responsibilities:**

* Manages the day to day operations of the Car Care Clinic including building usage, vendor relationships, building teams, and interaction with outside groups
* Assess project needs and project priority based on current demand and backlog, DreamTeam, etc
* Recruit, train and empower DreamTeam leaders and members for variety of roles and responsibilities at Clinic
* Build and maintain Clinic schedule and services through recruiting, empowering, connecting new DreamTeam members and leaders
* Determine and execute re-gifting requirements and process for guests to receive gifted vehicle
* Perform title related paperwork on donated and gifted vehicles
* Responsible to provide pastoral care, financial counseling and support to the guests served at the Clinic and equip DreamTeam to do the same
* Provide on-boarding and on-going training opportunities for all DreamTeam members that serve at the Clinic
* Must have a working understanding of the Outreach HUB, Outreach small groups, Serve Day and Second Saturday opportunities; connect with Outreach HUB leader for on-going opportunities for Groups to serve or to be a part of Serve Day or Second Saturdays
* Ensure data metrics are properly captured, tracked and accurately reported through Rock database and any other reporting functions each month (number of projects completed, in progress, remaining in pipeline, cars donated, cars gifted, etc.)
* Follow up with potential DreamTeam members in a timely manner
* Oversee an intern if applicable
* Collaborate with direct report to insure providing content for stories of life change and what to celebrate
* Works with the Direct Report to develop and manage the annual budget for functions of Clinic to be self-sustaining
* Performs other duties as assigned

**Physical Demands:**

* Physical lifting, bending, etc. and driving church vehicles, etc.

**Other Duties and Responsibilities:**

* Assess overall health of Car Care Clinic and ensure effective in fulfilling the vision Attend weekly campus staff meeting
* Maintain relevant relationships for vision and mission of church and clinic operations
* Attend monthly All Staff meeting
* Participate in financial counseling conversations as needed with guests served at Car Car Clinic
* Attend GrowthTrack Week 4 for DreamTeam
* Participate in Easter and Christmas services and other specific weekend services as directed

**Position Requirements:**

* Relevant work experience with repair and maintenance of vehicles and building teams
* Must have the ability to work independently or with others to manage multiple tasks with minimal supervision is essential
* Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines
* Ability to maintain confidential information
* Proven ability to work collaboratively and enjoys building relationships with diverse groups and individuals
* Weekend work is required as well as working some late afternoons
* Be a tithing, Missional Member in good standing at CedarCreek Church
* Championing the 5 Agreements of CedarCreek Church
* Attendance at a weekend service and participate in a Group
* 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, Executive Director, and/or Elders

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements and overall health of Clinic including but not limited to:

* Balance sheet
* Vehicles re-gifted
* Vehicle re-gifted application in process
* Vehicle donation
* Vehicles available
* Vehicle sales
* Vehicles ready to be sold estimated value
* Connections throughout the week and on Sundays

**Accountabilities:**

The Positionwill also be held accountable for the following:

* Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
* Maintaining good fiscal responsibility, stewarding resources with excellence, specifically managing the Car Care Clinic revenue and operational expenses.
* Maintaining unity within the church, across all Campuses and Ministry Areas
* Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff and volunteers at all times.

**Disclaimer:**

Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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**Position’s Signature Date**

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**Direct Report Position’s Signature** **Date**

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**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

HR/Employee File