

CEDARCREEKCHURCH

Position Title: Director of Local Outreach
Reports to: Executive Director of Campus
Average Hours Per Week: 40

Department: Central Support
Campus/Team: Campuses
Salary/Hourly: Salary

Position Summary:

The role of the Local Outreach Director is to develop and manage the collection, resourcing and relationships with regards to various projects, meal sites and assets of the ministry.

Position Responsibilities

- Oversee collection projects which include Food, Clothing and Operation Christmas Child.
- Responsible for managing resources for the food ministry which include obtaining items through purchase and food banks on a weekly basis.
- Supervise Local Outreach Assistant in managing daily operating of the Hot Meals Ministry which includes daily menu and meal preparation and delivery of meals through a team of volunteers.
- Miscellaneous deliveries and pick-ups of food, clothing and appliances for distribution to those in need.
- Maintain fleet of trucks and trailers for use in local outreach ministries.
- Develop and maintain relationships with inner city pastors and churches along with other resource agents to help make a positive and lasting impact in our communities.

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- 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
- Be able to lift up to 60 pounds on a regular basis.
- Be able to operate a box truck, park in loading docks and travel throughout the inner city.

Measurements:

The Position will be evaluated by the following quantifiable measurements:

- Monthly meal and mobile pantry counts
- Food and Clothing Drive collection totals
- Operation Christmas Child shoebox totals
- Other projects as they are added

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Accountabilities:

The Position will 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.
- Maintaining unity within the Arts Department, 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.

Position's Signature

/ /
Date

Direct Report Position's Signature

/ /
Date

Executive Director's Signature

/ /
Date

cc.
Direct Report
Executive Director
HR/Employee File