

Job Title: New Day Urban Ministries Resource Coordinator

Reports to: New Day Urban Ministries Director

FLSA Classification: Part-Time, Non-Exempt

SUMMARY OF POSITION

The New Day Resource Coordinator will demonstrate a consistent and enthusiastic commitment to Jesus Christ and support the mission of the New Day Urban Ministries, a mission of the Presbytery of San Diego. The New Day Resource Coordinator's primary responsibility is to provide the emergency resources offered through the Presbyterian New Day Ministries that are available when needed to help clients and supervise the volunteers involved with the distribution of those resources. for the New Day Urban Ministries, a mission project of the Presbytery of San Diego. The New Day Resource Coordinator works with the New Day Urban Ministries Director, staff, volunteers, and Presbytery staff and members.

ESSENTIAL RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Emergency resources and services for clients
 - a. Coordinate the activities of the clothing, food and house wares services of New Day and the activities of the volunteers involved in those services.
 - b. Maintain tallies of items in stock for these services.
 - c. Order and/or assist in the purchase of necessary items to replenish stock.
 - d. Maintain a strong network of contact persons in churches and community groups for acquiring needed supplies and volunteers.
 - e. Solicit addition emergency supplies for New Day from community resources, such as governmental food programs.
 - f. Assist the Director to connect the Center's program and clients with the emergency assistance and spiritual care resources of local congregations.
- B. Administrative
 - a. Work with the Office Assistant in maintaining the schedule of volunteers and ensuring the orderly use of volunteers in the emergency services areas of New Day.
 - b. Assist in the training of volunteers in the program and policies of the center in this particular area of service.
 - c. Coordinate the administration of the annual Christmas Food Bag Program.
 - d. Participate in all staff meetings, trainings and activities and share in policy decision of the program and common tasks of operating New Day.
- C. Other duties connected with achieving the New-Day mission as assigned.

COMPETENCIES

- A. Understands and is familiar with the Christian faith and honors the heritage of the programs and policies of the Presbyterian Urban Ministries, the Presbytery of San Diego, and the Presbyterian Church (USA).
- B. Demonstrates Christian care, discernment and respect in all interactions with New Day Urban Ministries guests, staff, volunteers, Presbytery staff and members, contractors, and in the community.
- C. Has an understanding of and sensitivity to issues related to the poor.
- D. Ability to communicate effectively, both orally and in writing, in the English language in order to communicate with staff, guests and visitors.
- E. Able to work cross-culturally with racial and ethnic minorities, and to work non-judgmentally with those persons in a personal crisis situation.
- F. Demonstrate ethical conduct and ability to maintain confidentiality at all times in accordance with the Employee Handbook.
- G. Dependable, organized and self-starting; able to successfully work independently.
- H. Team oriented; able to work collaboratively with a wide variety of people, staff, guests, volunteers, and Presbytery staff.
- I. Capable of balancing and prioritizing workload to successfully execute goals in a timely manner.
- J. Exhibit solid interpersonal, planning, and evaluating skills.
- K. Effectively and efficiently perform administrative duties in support of ministerial responsibilities.
- L. Open to new ideas, creative, adaptable to new information, opportunities, and changing conditions; willing to take risks as needed to achieve goals.
- M. Possess computer proficiency skills including document preparation using Word, record keeping using Excel, and Employee portal. Microsoft and Google applications.

REQUIRED EDUCATION AND EXPERIENCE

- A. College graduate preferred
- B. Experience will be evaluated and considered in lieu of formal education.
- C. At least one year's experience working in a social service or related setting.
- D. Bilingual Spanish/English desirable.
- E. Must have a current valid license to drive in the State of California, maintain California-required auto insurance, and a willingness to drive the New Day pickup truck when needed.

SUPERVISORY RESPONSIBILITY

This position has supervisory responsibilities for volunteers and no staff.

ENVIRONMENTAL CONDITIONS

- A. Indoors and outdoors environment with some exposure to noise, dust, fumes, vibrations, and temperature changes at least seventy-five percent (75%) of the time.
- B. Infrequent work at a fast pace with unscheduled interruptions.
- C. Frequent computer use at the workstation for up to two hours at a time.
- D. Public contact position requiring appropriate work apparel.

PHYSICAL DEMANDS

- A. Mobility within the property and facilities.
- B. Ability to sit, stand, walk and bend.
- C. Ability to lift 40 pounds.
- D. Access information using a computer.

EQUIPMENT

- A. Desktop or laptop computer or iPad.
- B. Telephone
- C. Electronic Media devices.
- D. Printer

POSITION TYPE/EXPECTED HOURS OF WORK

This is a part-time, at-will position expected to be an average of 24 hours per week. Flexibility in time schedule based on ministry needs with occasional pre-scheduled Saturday work. Days and hours of work can be discussed with the New Day Urban Ministries Director.

TRAVEL

Occasional travel within San Diego County may be required less than 10% of the time.

POSITION TYPE/EXPECTED HOURS OF WORK

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. The responsibilities summarized in this job description may be revised by the New Day Urban Ministries Director, New Day Ministries Committee, and Human Resources Committee of the Presbytery of San Diego at any time.

Benefits, as applicable, in accordance with the Employee Handbook.

SIGNATURES

This job description has been reviewed and approved by the Human Relations Committee of the Presbytery of San Diego on January 25, 2023.

Reviewed with employee on _____ by _____.
Date

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____