



SHERIDAN PARK FAMILY CHURCH

2440 Fifth Line W.

Mississauga, ON

(905)823-6520

Position Description - Outreach Ministry Assistant/Coordinator

Reports to - Ministries Assistant

Status - Part-Time / 15 hours per week / \$20 per hour

The following document serves to detail the general duties associated with this specific ministry position. It is not intended to limit the scope of duties the ministry worker can and may need to perform while employed, rather to highlight the essential duties that the ministry worker would be responsible for on a regular basis.

The Outreach Ministry Assistant/Coordinator plays a crucial role in supporting and facilitating the outreach efforts of Sheridan Park Family Church, namely through the Food Bank and Clothing Loft ministries. This part-time position involves assisting leaders and volunteers in organizing, managing, and executing outreach initiatives to serve the needs of the community. The ideal candidate will possess a heart for serving others, strong organizational skills, and the ability to work effectively with volunteers and community members.

Key Responsibilities

Volunteer Coordination and Support

- Assist in recruiting, training, and scheduling volunteers for the food bank and clothing loft ministries, ensuring adequate coverage and support during operational hours.
- Provide ongoing support, guidance, and encouragement to volunteers, fostering a positive and collaborative environment for ministry involvement.
- Assist in coordinating volunteer appreciation events, training sessions, and team-building activities to recognize and celebrate the contributions of volunteers.

Community Outreach and Engagement

- Serve as a welcoming and compassionate presence for individuals and families accessing the food bank and clothing loft services, offering assistance, empathy, and prayer support as needed.

- Facilitate connections and referrals to additional resources, services, or programs within the church and community to address broader needs beyond immediate assistance.
- Collaborate with local agencies, organizations, and community partners to enhance the effectiveness and reach of outreach efforts and support networks.

Logistics and Inventory Management

- Assist in organizing, sorting, and distributing clothing donations received from the community, ensuring items are clean, sorted, and accessible for individuals in need.
- Help manage inventory for the food bank, including receiving, storing, and distributing food donations and purchases, while maintaining accurate records and inventory levels.
- Coordinate with vendors, suppliers, and partner organizations to secure necessary supplies, resources, and equipment for ministry operations.

Administrative Support and Communication

- Provide administrative support to ministry leaders, including scheduling meetings, maintaining databases, preparing reports, and responding to inquiries from volunteers and community members.
- Assist in developing and distributing promotional materials, newsletters, and social media updates to raise awareness of outreach ministries and upcoming events.
- Communicate regularly with church leadership, volunteers, and community partners to ensure alignment of goals, objectives, and priorities for outreach initiatives.

Safety and Compliance

- Ensure compliance with health and safety regulations, food handling protocols, and organizational policies for the operation of the food bank and clothing loft ministries.
- Maintain cleanliness, orderliness, and safety standards within the facilities and work areas used for outreach activities, conducting regular inspections and addressing any concerns promptly.

Qualifications

- A compassionate and service-oriented individual with a heart for outreach ministry and a desire to make a positive impact in the community.
- Strong organizational and administrative skills, with the ability to manage logistics, coordinate volunteers, and maintain accurate records.

- Excellent interpersonal and communication skills, with the ability to interact effectively with diverse groups of volunteers, clients, and community members.
- Flexibility and adaptability to work in a fast-paced environment, balancing multiple tasks and priorities with grace and professionalism.
- Alignment with the theological beliefs, values, and mission of Sheridan Park Family Church.

Working Conditions

- Part-time position, with an expected commitment of 15 hours per week, primarily on Tuesday mornings for outreach ministry operations.
- The role may require occasional evening or weekend hours for special events, volunteer training, or outreach initiatives.
- Adherence to the policies and procedures of Sheridan Park Family Church will be required.

Application Process

- Interested candidates should submit a resume, cover letter, and any relevant references or certifications to **resumes@spfamilychurch.ca**.
- Applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be contacted for further interviews and assessments.
- An up-to-date police check will be required before being formally hired to this position.