

FAMILY ASSISTANCE
CALVIN CHRISTIAN REFORMED CHURCH
JOB DESCRIPTION OF THE DIRECTOR

Qualifications: Ideally, be a member of Calvin Christian Reformed Church, and have heart for the Family Assistance ministry and the people it serves. Have good people, communication, and organizational skills, and good to excellent skills in Word and Excel.

Responsibilities:

1. Manage the collection and distribution of clothing in accordance with the policies of Family Assistance. Manage resources and plan ahead for future needs.
2. Oversee the entire FA operation each Tuesday and Thursday mornings and any other additional times it is open for orders and pickups.
3. Supervise the volunteer work staff each Tuesday and Thursday morning and, if necessary, recruit additional volunteers.
4. Maintain a good working knowledge of all areas of FA: sorting clothes, sizing, stocking of shelves, and filling orders.
5. Correspond with caseworkers and social service agencies who request clothing for their clients. Keep them updated on FA policies, procedures and changes.
6. Purchase clothing when sufficient donations have not been received. This applies particularly to children's winter jackets and boots, and adult and children's underwear and socks. This may also require shopping at mission and thrift stores for some items such as additional children's clothing. Find connections and/or opportunities to purchase children's winter jackets and boots at end-of-season or other sales.
7. Manage the monies given by the church for the purchase of clothing, fabric, etc. to insure these funds are used wisely. Keep financial records updated including income and expenditures.
8. Receive and acknowledge with proper thanks all special gifts received by FA. Including gifts of time, large gifts of clothing, and memorial gifts.
9. Record monthly activity and update the spread sheet showing the numbers of people served each month and the totals of people served since 1986.
10. Maintain close contact with supervising deacons: preparing requested reports, appraising them of the FA needs, and meeting with the deacons quarterly to report FA activities to keep them current on all of the FA functions.
11. Coordinate and schedule groups with connections with Calvin Church as convenient to the program, and as workload permits.
12. Place an article in the church newsletter, the Courier, monthly or as appropriate.