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| Job Title: Community Serve Day Project Manager 2019 | Job Classification: Non-Exempt Avg. 20 hrs/week (some weeks could be up to 40 hrs) |
| Department: Outreach | Duration: May 2019 through Sept. 27, 2019 |

Position Overview: Coordinate Community Serve Day 2019 working with Northshore Community Church, the local school districts, and other partner organizations to make CSD a positive experience for all involved.

PRIMARY DUTIES & RESPONSIBILITIES:

Coordinate Community Serve Day – August 25, 2019

- Serve as the primary point of contact for local school districts and partners.
 - Interact with the local school districts to coordinate preparation meetings, project requests, approvals, and walkthroughs.
- Coordinate Volunteer Site Leaders and Coaches to successfully execute Community Serve Day.
 - Lead Site Leader meetings.
 - Resource and support Site Leaders.
- Work with Outreach staff and Communications Department to help coordinate promotion and communication for Community Serve Day.
- Coordinate, order and prepare site specific needs and supplies.
- Work with Outreach staff and Communications Department to resource collaborating churches with promotional materials.
- Survey Serve Day volunteers post-event to gather feedback and ideas for future events.
- Organize appreciation meal for leaders and district representatives.

REQUIREMENTS

- High School Graduate or equivalent
- Excellent communication skills
- Good computer skills
- Highly organized and detail oriented.

REPORTING RELATIONSHIPS

- **Immediate Supervisor:** Pastor of Outreach
- **Assisted by:** Outreach Team Ministry Assistant

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.