

**Job Title:** Assistant Director of Ladle Fellowship

**Reports to:** Director of Ladle Fellowship

**FLSA Classification:** Non-Exempt

## **SUMMARY OF POSITION**

The Assistant Director of Ladle Fellowship aids the excellence of the Ladle Ministry of First Presbyterian Church (FPC), which provides food, clothing, medical services, mentoring, social service guidance, and spiritual guidance to the homeless and poor in downtown San Diego. The Assistant Director works in cooperation with the Director of Ladle, other FPC staff members, and members of the Ladle Advisory Team.

## **ESSENTIAL RESPONSIBILITIES**

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

### **A. The Assistant Director of Ladle Fellowship**

- Field all emails directed to you, personally; as well Ladle Fellowship, Street Corner Care, and San Diego Street Choir, as needed, responding or directing to appropriate channels accordingly.
- Coordinates Ladle volunteers; relaying all needed information about the “day of” services in email and phone calls, keeping our calendar up to date, reminding groups of their upcoming commitments, and communicating any and all changes pertaining to them and our service.
- Helps manage websites and social media accounts; assist in development and posting, aid in creativity and programs, streamline processes, and help in expansion.
- Recognizes and supports this unique mission of discipling the poor within our city.
- Helps schedule meetings, events, and happenings for the director. Communicate effectively, all upcoming dates.
- Maintain printed materials: food and clothing tickets, shirts, hoodies, pamphlets, signs, etc.
- Aid in disseminating information: help create announcement list for Sundays and other service days, email blasts for prayer and advisory teams, develop agendas for advisory and other meetings, etc.
- Fire Fighter: Sunday required 11 am start, 4-5pm finish and is the “go-to” person for problem solving. People will have a million different needs and the assistant director will either handle it or delegate someone to fulfill the need. At times, do the announcements and ensure that we have someone to give a faithful and Christ centered devotion. Wednesday evenings we have the SD Street Choir practice and Bible Study. Attendance is required for these events as well.
- Analytics: maintain a record of all services on Sundays and Wednesdays and any other day that we serve. Experience with Excel

spreadsheets and compiling reports is preferred but not required. Analytics will be used for grant writing and fund raising. Help develop consumable reports for email blasts as well as website details.

- Be in pursuit of “better”: Realize that there is always room for improvement in what we do. Rely on God to guide and direct. Seek out those with wisdom around you.
- Helps oversee the following Ladle Ministries:
  - a. Sunday meal and services
  - b. Wednesday discipleship classes and meal
  - c. Street Corner Care
  - d. Mentoring
  - e. Reunification
  - f. Street Choir
  - g. Prayer Warrior Group
  - h. Art Therapy
  - i. Westminster Manor

B. Assists in communicating and promoting current and future Ladle Ministry events to the congregation and community using social media, phone calls, website, texting, and signs; oral and written communications.

C. Works closely with the Ladle Ministry Team on other tasks as assigned.

D. Occasionally represents Ladle at and participates in the Downtown Fellowship and the Regional Taskforce for the Homeless.

E. Helps oversee Food Handler training and certification.

## **COMPETENCIES**

A. Demonstrates a consistent and enthusiastic commitment to Jesus Christ and supports the mission of FPC and Ladle Fellowship.

B. Promote and maintain the church’s good image in a gracious and cordial manner when interacting with congregational members and visitors to FPC that participate in FPC Ladle Fellowship Ministry programs.

C. Collaborate and work with the Ministerial, Ministry Teams and Administrative Staff as needed and appropriate to successfully accomplish the Ladle Fellowship activities of FPC.

D. Working knowledge of Microsoft Excel and Word.

E. Skill in social work and dealing with people.

F. Strong oral communication skills.

- G. Exhibits a warm and friendly personality, relating well to staff and volunteers who share in development and implementation of the Ladle ministry.
- H. Demonstrates aptitude for motivating, equipping, and deploying members engaged in our ministry of service.
- I. Demonstrate ethical conduct at all times, in accordance with the Employee Handbook.
- J. Team oriented.
- K. Dependable, organized and self-starting—able to work independently.
- L. Communicates goals and expectations effectively, so participants can adequately identify and enjoyably perform their respective roles.
- M. Capable of balancing and prioritizing workload to successfully execute goals in a timely manner.
- N. Perform administrative activities.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- A. University degree, credentials and/or previous work experience preferred.
- B. Verification of a negative tuberculin test and of current vaccines completed by hire date and maintain throughout their employment.
- C. Must have a current valid license to drive in the State of California and maintain California required auto insurance
- D. Within three months of hire the Assistant Director shall acquire an “Adult-Child-Infant CPR and First Aid Certification” and maintain this certification throughout their employment.

#### **SUPERVISORY RESPONSIBILITY**

This position helps supervise the Ladle Kitchen Coordinator, Care Counselor, Street Corner Care Assistant, Internships and ministry volunteers.

#### **ENVIRONMENTAL CONDITIONS**

- A. Little exposure to excessive noise, dust, fumes, and temperature changes at least seventy-five percent (75%) of the time.
- B. Frequent computer use at workstation up to 6 hours at a time.
- C. Frequently work at fast pace with unscheduled interruptions.

- D. Responsibilities occasionally may require an adjusted work schedule, over 8-hour days, evening and weekend hours.
- E. Moves from one work location to another.
- F. Public contact position requiring appropriate apparel.

### **PHYSICAL DEMANDS**

- A. Mobility within the church facilities including using stairs from floor to floor.
- B. Ability to sit, stand, walk and bend.
- C. Ability to lift 60 pounds.
- D. Access information using a computer.

### **EQUIPMENT**

- A. Desktop or laptop computer.
- B. Copy Machine.
- C. Telephone.
- D. Commercial kitchen equipment including but not limited to range, microwave, convection oven, refrigerators, freezers, ice maker, coffee makers and dishwasher.
- E. Panel cargo truck with lift gate.
- F. Pallet jack.

### **EMPLOYMENT**

- A. This is a regular, part time position, expected to be an average of 20-30 hours per week. Days and hours of work can be discussed with the Director. Working on Sunday is required.
- B. Benefits provided include paid vacation, sick days, and holidays.
- C. Other benefits, as applicable, in accordance with the Personnel Manual.
- D. Whenever an absence is contemplated, the Assistant Director shall notify the Director and Ladle Ministry Team Leader sufficiently in advance to arrange a qualified person to take his/her place as needed for planned events.

E. No travel is expected for this position.

**OTHER DUTIES**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. The responsibilities summarized in this position description may be revised by the Senior Pastor, Director of Ladle Fellowship, Ladle Ministry Team, Church Administrator, and/or Personnel Ministry Team at any time.