

CONGREGATIONAL OFFICER JOB DESCRIPTION
Trinity Lutheran Church

MINISTRY NAME

Hearts of Compassion Helping Hands Ministry Volunteer

PURPOSE

To assist the Hearts of Compassion Helping Hands Ministry Coordinator in the operation of the congregation's outreach activities to the homeless.

COMPOSITION AND ORGANIZATION

The Hearts of Compassion Helping Hands Ministry Volunteer is appointed by the Board of Evangelism Chair.

ACCOUNTABILITY

The Hearts of Compassion Helping Hands Ministry Volunteer is responsible to the Coordinator.

QUALIFICATIONS

The Hearts of Compassion Helping Hands Ministry Volunteer will have organization skills, willingness to work on their own, and the compassion and necessary concern and commitment to serve the homeless of the community. A background check is required.

DUTIES AND RESPONSIBILITIES

1. Work with the Coordinator to carry out the homeless efforts of Trinity Lutheran Church.
2. Communicate regularly with Coordinator to ensure mutual understanding of goals, objectives, and activities.
3. Ensure that all donations and supplies are inventoried and managed appropriately for use by the homeless community.
4. Sort and label donations appropriately.
5. Maintain tracking program for clients to certify needs are met.
6. Assist clients in finding items needed.