

Managing Director
St. Clare's Ministries
JOB TYPE: Part Time (10hr/week)
LOCATION: Episcopal Church of St Peter and St Mary
A jubilee ministry of the Episcopal Diocese of Colorado

General Job Description:

Responsible for leading and directing volunteers and security personnel in weekly Tuesday evening service of a nourishing meal, clothing and supplies for Denver's homeless community while carrying out the mission statement to the best of their ability, with God's help.

Duties and Responsibilities:

- Manage and oversee the staff and volunteers of St Clare's Ministries. Ensure adherence to the mission of St. Clare's Ministries by volunteer team and Board of Directors.
- Represent St. Clare's Ministries and coordinate public relations to Diocese of Colorado, Episcopal church of St Peter and St Mary, other churches providing volunteers to the ministries and other public entities. Attend and present monthly report to Board of Directors at monthly meetings and annual planning meetings.
- Open, supervise and close all activities performed by volunteers for Tuesday night meal service and oversee clothing closet activities while ensuring the safety of volunteers and guests.
- Communicate weekly with volunteer coordinators to ensure adequate volunteer coverage during open hours. Coordinate with clothing closet shoppers on inventory and purchases while adhering to budget limits set by Board of Directors.
- Lead and direct the operating guidelines of St. Clare's Ministries including updating and continued training all volunteers. Ensuring St. Clare's Ministries is and remains compliant with requirements of the city of Denver.
- Coordinate and schedule optional Tuesday evening church service in chapel for guests.
- Oversee supplies and repairs for operations of St. Clare's Ministries.
- Coordinate with Board of Directors and Treasurer on determining and maintaining ministry budget.
- Other duties as requested by the Board of Directors.

Qualifications:

- Prior experience working with homeless and underserved populations.
- Prior leadership experience.
- Training and experience in de-escalation and conflict resolution techniques.
- Applicants must pass background check.
- Available every Tuesday from 3:00pm – 7:30pm, plus an additional 5 hours per week, and attendance at the monthly board meeting.

Compensation and Benefits:

- Compensation \$250 each Tuesday shift that was worked in the month, and this pay is subject to all required taxes. Also, a W-2 will be issued at year end to the managing director.
- Worker's compensation insurance
- 2 paid Tuesday shifts off per year must be approved by Chair of BOD.