

Assistant Director of Community Ministries

Reports to: Associate Pastor for Adult and Community Ministries
Status: Full-time

To apply for this position: please send your resume/CV to: community-careers@ipc-usa.org

About This Role

The Assistant Director of Community Ministries will equip the congregation of Independent Presbyterian Church (IPC) to be the hands and feet of Christ in partnership with communities of need locally and globally.

The Assistant Director of Community Ministries will focus on two primary areas of ministry to fulfill this vision:

Community Ministries Department

- Work collaboratively with the staff of IPC to develop a comprehensive strategy for engaging all ages in service and mission opportunities through Community Ministries;
 - Be proactive in reaching out to members of IPC to encourage involvement in programming offered by Community Ministries, seeking to match member's interests and experience with project needs.
 - Set annual congregational engagement goals seeking to broaden the number of unique volunteers engaged in community ministries.
 - Report volunteer engagement quarterly to Community Ministries
 - Recruit participants for all global mission trips including one IPC staff member for all trips, manage the application process, and coordinate all travel logistics.
 - Recruit construction volunteers for 1-2 Habitat for Humanity builds annually.
 - Serve as the staff liaison to AA
 - Recruit for 6 First Light weeks annually including dinner and overnight volunteers.
 - Serve as IPC liaison for the Community Garden and participate in neighborhood meetings, functions, etc, global missions
 - Recruit volunteers to deliver Meals on Wheels in the Kingston neighborhood

- Recruit volunteers/ participants for other Community Ministries projects as needed
- Bi-annually assess all Community Ministries offerings to ensure that they are meeting the needs of the congregation and community.
 - Ensure the creation of project assessment forms for all new mission opportunities
 - In consultation with Community Ministries staff and committees, develop a process for determining when to end programs that are no longer effective.
 - Present a report twice annually to the Community Ministries Committee for consideration and action
- Work with the Community Ministries Coordinator to keep a current volunteer database for all programs of Community Ministries and to develop and promote an annual calendar.
- Continue the work of and deepening relationships and partnerships in the Hayes K-8 School community
 - Attend Hayes K-8 Coalition and Kingston Coalition meetings as needed
- Coordinate with the Communications staff at IPC to ensure publicity for all programs and service opportunities of Community Ministries (including the Children’s Fresh Air Farm) on the IPC website, print and digital communications and social media platforms.
 - Manage calendar and room requests, Sign-Up Geniuses, First Light evening meal and overnight volunteer scheduling, communicating with Meals on Wheels staff at United Way and with volunteers, etc. in conjunction with Coordinator of Community Ministries;
- Serve as staff advisor to Community Ministries Committee and Subcommittees (Global mission, hunger, and homeless and housing) as needed and appropriate;

Children’s Fresh Air Farm

- Oversee grant requests and congregational appeals, perform certain fund development activities, and participate in the SAIL programming offered through the Community Foundation of Greater Birmingham.
- Communicate the mission of the Children’s Fresh Air Farm to IPC and community stakeholders.
- Assist in directing the Summer Learning Program at the Children’s Fresh Air Farm
 - Plan and coordinate field trips and enrichment providers and serve as liaison to enrichment providers.
 - Recruit, train, and schedule volunteers
 - Manage staff payroll during SLP
 - Meet the bus each morning of SLP, take attendance, report attendance to the Director of CFAF, ensure safe boarding of all campers, and be available for post-camp transportation issues.

- Manage the ordering of supplies, recruitment of volunteers, packing of backpacks for CFAF graduation
- Oversee logistics for LIFT OFF
 - Recruit volunteers
 - Coordinate snack
 - Reserve transportation
 - Manage registration and attendance
 - Serve as back-up leader as needed
- Recruit and schedule user groups at the Farm including IPC and community groups
 - Oversee and coordinate CFAF events calendar
 - Work alongside the Family Fellowship and Worship Coordinator to plan and host congregation-wide events at the Children's Fresh Air Farm such as Easter Egg Hunt, Fall Festival, and other CFAF Fun Days
 - Work with any interested internal groups at IPC to coordinate use of the Farm property
- Coordinate with external groups for use of the farm property;
 - Communicate pricing, rules, waivers, etc.
 - On occasion serve as host to user groups when the CFAF caretaker is not available
- Coordinate use of property with CFAF Caretaker
- Resource the Children's Fresh Air Farm Subcommittee and work with the committee to increase property use for IPC groups
- Perform other duties as assigned

Job Requirements

The Assistant Director for Community Ministries is required to have the minimum of a college degree. At least two years' experience in ministry or a related non-profit field is preferred.

Physical Requirements

- Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities with up to 150 children and staff.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Able to lift up to 30 pounds.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to travel when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Assistant Director of Community Ministries may perform other duties as required.

The Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, physical or mental impairment, or any other category protected under federal, state, or local law.