



Volunteer Position: *Suburban Missions Team Co-Lead*

Overseen By: *Missions Director*

Time Commitment: *This position is requested to serve for a minimum of one year with an annual check-in to ensure it's still a good fit.*

Purpose of Position:

Suburban Missions exists to promote dignity and show love to those in need in by providing quality meals, clothing, and other basic needs. The team lead helps to provide vision, strategy and coordination to ensure the health of this ministry.

Responsibilities & Expectations:

- *Oversee vision, strategy and volunteer management*
- *Organizes all aspects of this ministry including meals, food, serving sites and volunteers*
- *Responsible for overseeing food ordering planning, preparation, service, and kitchen cleanliness*
- *Responsible for overseeing clothing program and closet storage organization*
- *Offers overall leadership to the team serving ensuring safety*
- *Responsible for van maintenance related to Urban Missions, always leaving van with full tank of gas*
- *Share necessary communication for the church to Missions Director*
- *Oversees team communication, manages Group in Planning Center and recruits and assimilates new volunteers*
- *Communicate the following to Missions Director – changes to overall strategy, challenges within team and volunteers, needs and requests for ministry, any liability concerns and changes to serving schedule or serving site*