

## JOB POSTING

**POSITION TITLE**                      The Common Table Program and Outreach Coordinator

**REPORTS TO**                              Director, Outreach

### INTRODUCTION

The Common Table is a drop-in meal program that is run and operated by the Church of the Redeemer. Prior to the pandemic, The Common Table welcomed nearly 80 people each weekday, indoors for meals, friendship, support, important resources and services, and fun activities. Program participants are often experiencing homelessness or are under-housed/isolated in their current housing situations. The drop-in meal program at Redeemer strives to be a welcoming and inclusive space for all that come to our doors.

In 2020, our method of service delivery and community support changed because of the pandemic. The drop-in meal program currently operates weekdays from 9:00 am-12:00 pm. Meals are served outdoors at the church three days a week, and the program is engaged in street outreach two days a week. As the needs of the community evolve, The Common Table is committed to evolving also.

We are seeking an individual to lead the day-to-day operations and functioning of The Common Table program. This person will need to be flexible, enthusiastic, and adaptable to ever-changing circumstances and opportunities.

Reporting to the Director, Outreach, The Common Table Program and Outreach Coordinator will have three main areas of responsibility: (1) participant engagement; (2) overseeing day-to-day operations; and (3) staff and volunteer management.

### DUTIES AND RESPONSIBILITIES

#### Participant Engagement

- Be present on-site during program hours
- Build rapport with the community, and assist participants with needs during the shift
- Exercise de-escalation and community building approaches regularly
- Operate from a community development, anti-racist/anti-oppression framework, and a sensitivity and openness to those of all creeds

#### Program Management

- Manage the day-to-day operations of The Common Table Drop-In Meal Program
- Meet regularly with the Director, Outreach and provide updates on the Program, raise issues, concerns or opportunities quickly
- Provide oversight and leadership to all programs and activities facilitated within the Drop-In Meal Program (Community Kitchen, Talk & Pray, Art Studio, Book Club, Music Group, Leadership Committee, etc.)
- Lead the daily Program debrief and provide overall communication within the team
- Organize and oversee Program special events

- Create opportunities for participant leadership development
- Other program management duties that arise, in partnership and conversation with the Director of Outreach

### **Volunteer Management**

- Recruit, welcome, interview, and place volunteers in their volunteer positions and provide ongoing guidance and leadership
- Oversee day-to-day management of volunteers, alongside other staff on the team
- Facilitate the Volunteer Education and Engagement Program, creating an orientation manual, offering regular training, and learning opportunities for staff and volunteers
- Coordinate student service groups with the Drop-In Meal Program (post-COVID)
- Coordinate and provide pastoral visits (in conjunction with volunteers and the Pastoral Care Committee) to members of the Drop-In Meal Program community in need or in crisis (hospital, jail, etc.)
- Coordinate all food ordering, in conjunction with the Kitchen Coordinator
- Coordinate kitchen supplies and needs in conjunction with Facility Manager
- Develop the annual budget and manage within budget guidelines
- Attend weekly leadership staff meetings and supervision meetings with the Incumbent

### **Administration**

- Respond to e-mails, phone calls in a timely manner as related to day-to-day operations
- Develop signage and announcements for the program as needed
- Develop content for daily community newsletter
- Participate in weekly staff meetings

### **QUALITIES, SKILLS AND ABILITIES**

- 3-5+ years' experience working with communities experiencing homelessness or poverty
- A degree in social work or related social services field required
- Strong leadership skills
- Collaborative, flexible, and passionate about walking alongside the marginalized
- Excellent interpersonal and communication skills
- Good judgment and self-awareness
- Ability to stay calm and clear-headed in difficult and sometimes tense situations
- Strong de-escalation skills
- Professional and appropriate boundaries
- Ability to work collaboratively with staff, partners, volunteers, and the wider community
- Ability to take initiative and work independently
- Dependable and trustworthy

### **POSITION RISK ASSESSMENT**

A criminal records and background check and successful completion of sexual misconduct policy and racial sensitivity workshops will be required as a condition of hiring and on an ongoing basis.

