

Project Title: The Religious Coalition for Emergency Human Needs #409
Job Title: Ministry Coordinator

Job Description:

Assist in the provision of emergency services to those in need in Frederick County. This would be accomplished by interviewing clients, assessing their needs, and meeting those needs in areas such as emergency food, shelter, housing assistance, medicine, and clothing.

Assist in coordinating the Cold Weather Shelter during the months of November through March. This may include volunteer coordination, purchasing and distributing supplies, and interacting with other agencies and churches that co-sponsor the Shelter.

Help coordinate special projects, such as the annual CROP Walk and other fund-raising events.

Interact with both religious and secular agencies providing services to those in need. This would include maintaining an up-to-date resource directory for Frederick County.

Identify, recruit, train, and coordinate the Religious Coalition's all-volunteer staff. The Coalition currently has 24 part-time office volunteers from all walks of life. Press releases and training manuals are an integral part of The Coalition's continuing ability to function, and need to be developed and implemented for our part-time volunteers.

Participate in the computerization of office operations. This includes developing and integrated client case-management system, donor/affiliate database, and resource directory. This could also include implementing a computer network for the Coalition's seven food banks.

Work with local churches. When an exceptional situation arises with someone in need, we often cooperate with local congregations to inform them of the work of the Coalition and enlist their support.

The specific duties of the volunteer will be determined by the volunteer's experience, interests, and abilities in consultation with the Executive Director.

Minimum requirements:

Applicants must be able to see working with those in need as ministry, not service provision.

Applicant must have effective communication skills.

Applicant must be able to comfortably interact with individuals at all economic situations in society.

Applicants must be committed to helping individuals work toward self-sufficiency.

Description of Project:

The purpose of The Religious Coalition is to assist those in Frederick County, Maryland, with emergency, short-term needs to return to and maintain a state of economic self-sufficiency. The Coalition accomplishes this through the provision of information and referral, counseling, and direct financial assistance.

The Religious Coalition was founded in 1981 by individuals from an ecumenical group of over 50 churches, civic organizations, and government shelters, prescription assistance, and energy assistance. The Coalition has provided assistance to over 1,000 individuals

and families each month in Central Maryland in recent years. With the exception of the Executive Director, all Coalition staff members are volunteers. Frederick, Maryland is a city of 40,000 persons located in central Maryland. Convenient to the cultural and political powers resident in both Baltimore and Washington, DC, the city and surrounding area is growing in population, commerce, industry, and cultural affairs. Frederick is the county seat of Frederick County, the ministry area of The Religious Coalition.

Housing for Volunteer:

In community in a 2 bedroom apartment four blocks from office.

Additional Factors:

We will take couples.

We are able to receive a volunteer with a physical handicap.

We offer a six month term for older adults.