



## Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America  
*UP with God. IN through Community. OUT for the World.*

<b>Position Title</b>	Community Resource Center (CRC) Leader
<b>Classification</b>	Non-Exempt, Part-Time (24 hours)
<b>Team</b>	Missions
<b>POP Values</b>	<p><b>Faith:</b> We value growing in our relationship with God</p> <p><b>Christ Centered Community:</b> We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p><b>Service:</b> We value providing for the needs of others in Jesus' name</p>
<b>Core Purpose</b>	The Community Resource Leader is responsible for varied projects and key initiatives to extend outreach into the community and serving as backup to Mission Outpost activities.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>▪ Working with the Mission Outpost Community Resource Center (CRC) our family/individual sustainability initiative for Mission Outpost</li> <li>▪ Works/leads CRC advisory team (big picture – future)</li> <li>▪ Works/leads CRC leadership team (daily activities)</li> <li>▪ Discerning and implementing new ministry areas for the CRC</li> <li>▪ Developing and maintaining community partnerships</li> <li>▪ Liaison to Communications team for Community Resource Center and activities</li> <li>▪ Set up/participate in training events, thank you dinners, and conduct review sessions after events for best practices</li> <li>▪ Equipping volunteers to support the CRC and work with guests</li> <li>▪ Encouraging volunteers to lead prayers, devotions and recruit other volunteers</li> <li>▪ Assist Monday night Mission Outpost distribution</li> <li>▪ Be present at various POP and community events</li> </ul>
<b>Competencies Required</b>	<p>Experience in organizing information in an easy-to-use manner</p> <p>Good problem-solving skills</p> <p>Strong verbal and communication skills</p> <p>Ability to manage several projects simultaneously</p> <p>An understanding and embracing of the servant heart philosophy</p> <p>Ability to relate and connect with people from different cultures and socio-economic backgrounds</p> <p>Ability to translate vision into concrete action</p>
<b>Physical Demands</b>	<p>Ability to lift up to 20 pounds occasionally</p> <p>Ability to be up and down on your feet for up to 4 hours at a time.</p> <p>Ability to sit at the computer for up to 4 hours at a time</p>
<b>Work Environment</b>	While performing duties, the employee regularly works in a fast-paced environment; being with volunteers, leading programs and having volunteers asking questions from several

	different angles. The employee will sit with our guests, hearing their stories and learning from others. There is some office time where the employee will be sitting at a computer and making phone calls.
<b>Travel</b>	Will need to travel off-site for meetings in the area 2-3 times a month Occasional overnight travel may be required, up to a couple of times a year
<b>Education and Experience Required</b>	Gifts of leadership, helps, mercy Experience with Microsoft Office Suite, especially Word Previous writing experience Experience leading volunteers Experience in ministry (5 + years paid or unpaid) Experience with cultural diversity
<b>Education and Experience Preferred</b>	Heart for reaching out to those in need in the name of Jesus Christ Second Language proficiency (Spanish) or ESL immersion experience a plus Experience with developing and implementing infrastructure
<b>Additional Eligibility Requirements</b>	None
<b>Supervisory Responsibility</b>	This position has no direct staff supervisory responsibilities but does supervise volunteers

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*