



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: **Weekend Meal Coordinator**

Department: **Oak City Cares**

Reports To (Title): **Oak City Cares Director of Programs and Services**

Work Schedule: M – F Hours: _____ to _____ Other: Varied Weekend and Weekday Schedule

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only) Exempt Non-exempt

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Weekend Meal Coordinator (WMC) coordinates the overall Weekend Meal Program operation at Oak City Cares and provides on-site coordination. The WMC provides hospitality and welcome to people seeking food assistance and to groups providing the food. During the week, the WMC plans and coordinates the logistics of scheduling the volunteers, meal provider groups and the other organizations seeking opportunities to serve meals and share resources with people experiencing homelessness. The WMC also maintains the database and collects data for the Weekend Meal Program.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- Create an atmosphere of hospitality and welcome to all who come to the Oak City Cares through the Weekend Meal Program, whether they are providing a service or seeking assistance
- Provide information and referral for services as needed, including referring individuals and families to the weekday services offered at Oak City Cares
- Work with weekend meal providers to connect them with organizations that provide street outreach services to the homeless
- Provide ongoing support, guidance and on-the-job training for Assistant Weekend Meal Coordinator and volunteers

50.00

Duties and Responsibilities *continued from page 1*

- Recruit, train and schedule churches and organizations to provide meals on Saturdays, Sundays and some scheduled holidays
- Manage the registrations for the volunteer orientation sessions
- Conduct and/or participate in the volunteer orientation sessions
- Schedule all new Weekend Meal Program volunteers upon completion of orientation
- Schedule Assistant Weekend Meal Coordinator
- Communicate schedule of providers and volunteers to the Assistant Weekend Meal Coordinator
- Offer guidance and information to volunteers and external organizations interested in serving in the Weekend Meal Program through face-to-face, telephone and email contact
- Maintain meal program data collection and reports as required

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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: Human Services (Preferred)

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: _____ Years of experience: _____

Qualifications

- Demonstrated understanding of the concepts of hospitality and engagement
- An attitude of compassion and acceptance is required
- Excellent interpersonal skills to lead volunteers and interact with guests
- Demonstrated ability to work effectively with a diversity of people from different socio-economic and religious backgrounds
- Effective communication skills
- Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the public and/or difficult situations
- Strong conflict resolution skills
- Ability to work productively and multi-task in an fast paced environment with frequent interruptions
- Fluent in Spanish and English oral communications preferred
- Proven computer skills including Word and Excel applications
- Authorized to work in the U.S.
- Knowledge of and commitment to Catholic teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh and Oak City Cares

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.