

JOB DESCRIPTION

Job Title: Campus Outreach Director

Manager/Director: MyCare Director

Time Commitment: Full Time

Date: 6.2022

I. **Purpose of the Job:**

To serve in a planning and coordinating oversight position for Citygate Church outreaches; community outreach, Food Pantry and Serve Days. This is done by providing leadership, administrative oversight, creative design and direction to ensure effectiveness and efficiency of the overall operations of Citygate Outreaches.

II. **Experience, Skills, and Knowledge Required**

- Proven leadership skills and experience in problem solving
- Exceptional interpersonal, verbal, written and organizational skills
- Projects a professional and confident image, able to handle a stressful pace
- Ability to handle confidential information
- Ability to work in a multi-task environment
- Strong administrative abilities
- Steady, positive attitude, people-oriented, team player, customer service minded
- Able to relate positively and professionally congregation, city officials, and other staff and leaders under intense pressure.
- Familiar with Microsoft Office Word, Excel, Power Point
- Detail oriented, creative, ability to learn new software applications
- Strong work ethic, commitment to excellence
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that exceeds expectations.
- Evident call of God on life to full time Ministry and to the vision/mission of Citygate Church

IV. **Essential Functions and Responsibilities**

- Develop and oversee training team members, organization, implementation and logistics of outreach efforts.
- Develop and oversee Citygate wide outreaches and develop community within our city and schools.
- Be the point of contact for all outreach programming and coordinating questions and phone calls
- Consent to a background check
- Support the Community Care Director regarding vision, changes, policies and procedures.
- Respond to emails and phone calls within 24-hour time frame
- Cast vision, attract, build, connect, develop and evaluate department Crew members.
- Participate in Department meetings, staff meetings, and leadership meetings
- Develop, oversee, and train all levels of leadership within the Outreach Team
- Maintain ongoing monthly Outreach meetings
- Have monthly meetings with your department to train, cast vision, and fellowship

- Create the monthly schedule for the department.
- Find the need within the city or schools and help create a way to serve them

V. Employees possess and exhibit the following core values in their daily lives:

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

VI. Physical Demands:

- N/A