



Furniture Ministry Coordinator

Reports to: Executive Director

Purpose: Coordinate Love INC Furniture Ministry activities.

Hours: 15-20 hours per week.

Responsibilities:

Furniture Ministry Coordinator is expected to:

1. Recruit, train, and manage furniture delivery volunteers to:
 - Visually and physically inspect furniture donations before acceptance.
 - Treat clients fairly and non-judgmentally when delivering.
 - Be aware of surroundings and report necessary information to coordinator.
 - Maintain client confidentiality.
 - Report their approximate volunteer hours to coordinator.
2. Maintain furniture waiting list with frequency and accuracy.
3. Coordinate donation pick-ups and client deliveries with furniture volunteers.
4. Receive information from Clearinghouse Coordinator after pre-screening and intake processes have been completed.
5. Produce a monthly Board Report for the Furniture Ministry.
6. Maintain an accurate inventory of items in furniture warehouse(s).
7. Keep an open line of communication with furniture volunteers and regularly obtain their feedback in order to improve the ministry.
8. Must be able to lift 50 pounds or more

Qualifications:

1. Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
2. Discerning & compassionate approach to serving others.
3. Ability to listen, empathize, and maintain strong, professional boundaries
4. Good communication and customer service skills.
5. Ability to work independently and cooperatively with little to no supervision.
6. Good computer skills; knowledge of MS Office applications, email and navigating web-based applications such as Google Maps.
7. Reliability and dependability.
8. Bilingual preferred.
9. Driver's license and insurance