

DONATION DRIVE COORDINATOR

OVERVIEW

The Donation Drive Coordinator supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating general donation drives throughout the year on the St. George's campus, which may include Lent, Advent, or others. (This does not include the annual Room In The Inn Drive held in January/February each year which is coordinated by the RITI Supply Closet and Donation Drive Coordinator.)

RESPONSIBILITIES

- Coordinates donation locations at the church and ensures that donations are transported to the agencies as per agreed-upon specifications.
- May enlist volunteers or other established groups to assist in transportation, e.g. Neighborhood Groups or Outreach communities.
- Provides end-of-drive report to the Director of Outreach that quantifies the amount of donations collected and/or number of people served by the donations.
- Responds to communications from church staff and volunteer team in a timely manner (usually within one week).
- Prepares communication drafts at least three weeks prior to routine events for staff review and placement in church communications.

RELATIONSHIPS

The Donation Drive Coordinator works directly with the Director of Outreach to ensure that mission goals are fulfilled.

TIME COMMITMENT

Coordinates activities of any donation drive volunteer teams requiring approximately 2 hours per week during Christmas and Lent, and 2 hours per week for special drives. Christmas donation drive is the St. Luke's Toy Drive with collection leading up to the St. George's Christmas Party (first Friday in December).

SKILLS AND INTERESTS

Passion for serving our neighbors. Demonstrates mercy, wisdom, discernment, and cultural and emotional intelligence.

RESOURCES AND TRAINING

Coordinates with the Director of Outreach for support, direction, and resources.

Curious? Interested in this ministry?

Contact Agatha Nolen, Director of Outreach, at agatha.nolen@stgeorgesnashville.org or 615-385-2150 x 246.