

# DONATIONS COORDINATOR

## OVERVIEW

The Donations Coordinator for Our Little Roses (OLR) supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating donation drives with the church to benefit Our Little Roses, a full-time residential home for girls in San Pedro Sula, Honduras.

## RESPONSIBILITIES

- Coordinate annual donation drives at St. George's for:
  - Gift box donations (April and May)
  - Dress collection (October)
  - Book drive (prior to mission trips in February and June)
- Work with OLR Coordinator to coordinate shipments/delivery of donated items.
- Provide details to Director of Outreach to invite church member participation when appropriate.
- Arrange for photos of volunteer team activities and donations collected for future communications and volunteer recruitment.
- Recruit, equip, support, and train ministry team members, creating a joyful, connected serving experience within your team.
- Respond to communications from church staff and your volunteer team in a timely manner (usually within 72 hours).
- Communicate activities and feedback for any improvements with Director of Outreach.
- Help us recognize the efforts of the donations team and individual members through St. George's communications and individual gestures of gratitude.

## RELATIONSHIPS

The Our Little Roses Donations Coordinator works directly with the St. George's Director of Outreach who coordinates staff support and communications for the team.

## TIME COMMITMENT

Varies throughout the year, with each drive requiring approximately 2 hours per week while actively accepting donations.

## SKILLS AND INTERESTS

Passion for serving abused, abandoned and neglected girls in residence at Our Little Roses in San Pedro Sula, Honduras. Demonstrates organizational skills, leadership, 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](mailto:agatha.nolen@stgeorgesnashville.org) or 615-385-2150 x 246.

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