

Water Street Ministries Job Description  
**Director of Outreach Ministries**

**Summary:**

Responsibility for the development and oversight of services, programs and partnerships to assist community individuals and families in need, who are not enrolled in WSM residential programs.

**The Director of Outreach Ministries must be:**

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophy.

**Essential Duties:**

- To provide leadership to the development of a ministry model that allows us to give not only offers resources (like food) but also shares the Gospel of Jesus Christ with clients.
- To develop, implement and maintain programs that minister to the physical, social, emotional and spiritual needs found in our community using a community development model.
- To manage warehouses and logistics to safely handle the flow of food and other resources throughout the ministry
- To develop a strategy to provide a nutritious food offering each week for families in need—securing appropriate food from outside vendors and developing new food partnerships
- To effectively coordinate efforts with other Mission Directors to bring all assets of WSM to the needs of individual community members—will serve as part of the Mission Directors team
- To participate in leadership level visioning and strategy meetings
- To develop and support relationships between clients and other community agencies.
- To supervise and train staff and volunteers serving in these programs.
- To support Outreach Ministries' staff (paid and volunteer), by prayer, policies, training and effective staff meetings.
- To develop and maintain partnering relationships with local churches and community agencies that enable WSM to best serve the needs of the community and the work of the local Body of Christ.
- To support Outreach Ministries' staff (paid and volunteer), responsibilities and weekly/monthly activity calendar.
- To work in harmony with other Mission departments and personnel.
- Other duties as assigned.

**Education/Experience:** A Bachelor Degree or equivalent training and experience. Knowledge of warehouse and logistics for the smooth flow of donated goods from donor to recipient. A minimum of two years' experience in human services ministry and supervising staff/volunteers; experience in rescue mission ministry ideal. Fluent in office products including excel, word, outlook and managing data electronically. A valid PA driver's license is required.

**Equipment:** Computer, mission owned vehicles, forklift.

**Supervised by:** VP of Programs

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend or evening availability.

***Christian Life:*** As an employee of the Water Street Rescue Mission, you are an important member of a Christian Missionary organization. All staff members are Christian Missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.