

WSM Mission Job Description Outreach Assistant

Summary: Support the Outreach Ministries Coordinator in the food and clothing distribution centers.

FLSA: PT, Hourly

The Redistribution Coordinator must be:

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

Essential Duties:

- Serve guests in a pleasant and courteous manner
- Support the outreach team of staff and volunteers in all areas as needed including processing stock, cleaning work area, and providing customer service to guests
- Enter guest information into the computer database
- Assist with receiving materials and resources at the dock
- Process clothing for distribution
- Be a positive Christian witness
- Exhibit professionalism and courtesy to fellow staff members
- Other duties as assigned

Education and Experience Qualifications:

High School Diploma or G.E.D required, computer efficiency on databases and email communications, experience in a retail or customer service industry is an asset.

Reports To: Outreach Ministries Coordinator

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 frequently required to lift and/or move up to 75 pounds.

Christian life: As an employee of Water Street Ministries, 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 and counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony of lifestyle that is above reproach. What you do on your time may seriously affect your ability to perform these types of ministries, which are an important part of your job.