

# Compassion Ministry Support

**Hrs/Week:** Part-time, average of 15 hours/week  
Mondays, Wednesdays and 2-3 Sunday afternoons/month

**Supervisor:** Compassion Coordinator

## Role Summary :

The candidate will have a heart to lead a volunteer team in serving those experiencing hardships through managing the Market (Hope Oakville's food pantry for in-person shopping).

## ROLE

- Market volunteer management
  - Scheduling and communication
  - Onboarding and training new volunteers
  - Facilitating Market new volunteer orientation sessions, and current volunteer training opportunities & meetings
  - Caring for and supporting volunteers
  - Serving as a liaison between volunteers and staff
- Market leadership
  - Support for each Market shift
  - Work with other staff to manage inventory
  - Maintain accurate and updated databases
  - Improve processes
  - Help Plan/Prep for seasonal Market programs
- Attend team and staff meetings
- Able to increase hours in busy seasons as needed
- Cross-train to cover for other roles on the Compassion Ministry Team
- Perform other duties as required

## EXPERIENCE AND EDUCATION

- Secondary School diploma is required
- Proficient working in Google Workspace (ex. Google Sheets, Google Documents, Google Forms) and Microsoft; ability to learn new software programs
- Experience working in a team environment and in volunteer management
- Experience serving in the Market preferred

## **PHYSICAL REQUIREMENTS**

- Some repetitive heavy lifting of up to 35 lbs at a time will be required
- The candidate's hours will be in-person

## **ESSENTIAL QUALIFICATIONS**

- Compassion for those experiencing hardships
- Heart for the lost and experience sharing the gospel
- Ability to perform in a dynamic environment
- Cultural awareness and sensitivity
- Ability to have gracious and difficult conversations
- Analytical and problem solving skills
- Strong attention to detail and high level of accuracy
- Strong time and project management skills
- Team player and excellent interpersonal skills
- Broad knowledge of Church Resources to connect others to

### **All applicants must possess the following qualifications:**

- Mature follower of Jesus Christ with character consistent with Titus 1:5-9 and 1 Timothy 3:1-7
- Authentic lifestyle demonstrating consistent character and spiritual growth
- Agreement with [Hope Oakville's doctrinal statement](#)
- A commitment to the [mission](#), vision, and leadership of Hope Oakville
- You will be required to care for, minister to and pray with the volunteers within the ministries that you work in, as well as the congregation members that you encounter.
- You will also participate in our weekly staff prayer where we pray for our church, our ministry, our congregation and each other.