

SALEM WEST FACILITATOR POSITION DESCRIPTION

Salem WEST Facilitator administrates the orderly daily operation of the Salem WEST program, including coordination and scheduling deliveries and volunteer work times, and management of our computers and office equipment. The facilitator position reports to the Salem Lutheran Church Director of Care and Outreach, with oversight by Salem's Social Ministry Governing Board and Salem Lutheran Church's Council.

SALEM WEST FACILITATOR AS A REPRESENTATIVE OF SALEM: The Facilitator of Salem WEST is a very visible part of the ongoing ministry of the congregation, especially with members of the congregation, social service agencies and with families of the community. As such, the Facilitator has a clear duty to carry out the "Welcome" portion of our Mission Statement so that all truly feel welcome and affirmed in the service to this ministry and to God. This is done with a focus on Salem WEST's Bible verse, 2 Corinthians 4:1, "Therefore, since it is by God's mercy we are called to this ministry, we do not lose heart." The facilitator serves as a leader in bringing God's Grace outside the walls of the church.

SALEM WEST FACILITATOR'S DUTIES AND RESPONSIBILITIES: The Salem WEST facilitator is a member of the Salem Lutheran Social Ministry Team, and is expected to contribute to the mission of the team by engaging in the following activities:

- Work professionally with members of the congregation and Bridges of Hope to serve the community, social services, churches and non-profit agencies.
- Work alongside volunteers as time allows.
- Maintain and communicate work schedules in a timely manner for staff and volunteers.
- Ensure all forms and documents are completed as needed for volunteers making deliveries or assisting internally.
- Maintain record keeping, filing and inventory control current daily, utilizing volunteer assistance when capable and available.
- Attend weekly staff meetings.
- Encourage new volunteers and develop new opportunities to serve that recognize the talents new volunteers bring to the programs.
- Work with community agencies to strengthen and create networks of support.
- Maintain records of each delivery made so SW has detailed history, filed by month.
- Continue to seek new agencies that could utilize Salem WEST's ministry.
- Seek and solicit new areas of support and for donations of needed items.
- Assist with filing and record keeping.
- Keep current with all Federal/State/County requirements.

- Attend training and continuing education opportunities, as well as meetings that facilitate interaction with other community agencies.
- Open to new ideas as the ministry continues to grow and mature.
- Other duties as assigned
- Communication with volunteers, partner agencies and the congregation of Salem Lutheran Church.
- Utilize the opportunities for training through the synod, community programs and supporting foundations.
- Monitor progress and commitment to the Initiative Foundation's HOP recommendations and outcomes.
- Networking with other social outreach agencies.

Signed _____ Date _____
Salem WEST Facilitator

Signed _____ Date _____
Salem WEST Board Chairperson