



## OAK CITY CARES POSITION DESCRIPTION

### *Position Information*

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Reports To (Title): \_\_\_\_\_

Work Schedule: M-F Hours: \_\_\_\_\_ to \_\_\_\_\_ Other: \_\_\_\_\_

Type of Employee	Regular Full-Time ( $\geq 30$ )	Regular Part Time (20-29)	Part-Time ( $\leq 20$ )	Temp (varies)
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Percentage of Travel Required:	0%	10%	25%	50+%
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Exemption Status ( <i>HR use only</i> )	Exempt	Non-Exempt
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### *Position Summary*

**Summarize the overall function or purpose of this position. This should be a concise description of the job.**

Assist during the Weekend Meal Program operation at Oak City Cares. Provides hospitality and welcome to people seeking food assistance and to groups providing the food. Effectively communicates with the weekend host volunteers, meal provider groups and the other organizations serving meals and/ or share resources to people experiencing homelessness. Position will choose available schedule shifts to work on weekends to support the Weekend Meal Coordinators.

### *Duties and Responsibilities*

**Indicate as clearly as possible the significant duties and responsibilities that are essential requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on the major responsibilities rather than detailed work routines.**

- Create an atmosphere of hospitality and welcome to all who come to Oak City Cares through the weekend meal program, whether they are providing a service or seeking assistance.
- provide information and referral for services that might benefit people seeking food assistance, including referring them to the weekday services offered at Oak City Cares. Train volunteers to do the same.
- work in cooperation with other groups providing food on weekends throughout Wake County to connect churches and organizations desiring to provide food assistance with the organizations doing Street outreach to the homeless.
- provide ongoing support, guidance and on the-job training for weekend meal program volunteers.

100%

*Duties and Responsibilities continued from page 1*

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## *Position Qualifications*

### **Formal Education (minimal level REQUIRED for this position)**

No minimum education level

High School Diploma or GED

Associates or other 2-year degree including technical/trade school

Bachelors Degree

Masters or Professional Degree

Doctorate

Degree in specific subject area:      Degree Type: \_\_\_\_\_

Concentration: \_\_\_\_\_

### **Work Experience (minimum experience REQUIRED for this position)**

Less than 1 year

1-3 years

4-6 years

7-9 years

10+ years

Years of specific work experience: Field: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

### **Qualifications**

- Demonstrated understanding of the concepts of hospitality and engagement
- An attitude of compassion and acceptance is required
- Strong organizational skills
- Excellent interpersonal skills to lead volunteers and interact with guests
- Demonstrated ability to work effectively with a diversity of people from different socio- economic and religious backgrounds
- Effective communication skills
- Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the public and/or difficult situations
- Strong conflict resolution skills
- Ability to work productively and multi-task in an fast paced environment with frequent interruptions
- Ability to effectively supervise staff
- Proven computer skills including Word and Excel applications
- Authorized to work in the U.S.

## *Position Characteristics*

### Physical Requirements/Work Environment

	None	<1/3 of time	1/3-2/3 of time	>2/3 of time
Lifting greater than 20 lbs.				
Sitting for extended periods				
Standing for extended periods				
Primarily office work				
Primarily outdoor work				
Primarily indoor work				
Prolonged exposure to heat/cold				
Prolonged exposure to loud noise				

### Level of Supervision Received (check the option that best describes the position overall)

**Direct Supervision:** Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.

**General Supervision:** Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines and priorities.

**Intermittent Supervision:** Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.

**Administrative Supervision:** Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.

**Long-Range Administrative Direction:** Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all of the responsibilities, duties, and skills required for the position. All employees may have other duties as assigned at any time.*