

CA Kingdom Ministries
Weekend Coordinator

Duties/Responsibilities

- Monday - Friday: pray for the weekend
- Wednesday - Friday: call volunteers and secure transportation for Sunday
- Thursday or Friday: coordinate with Lead Chef to see if there is a need to go to the garage to defrost any of the food, discuss menu
- Thursday or Friday: call Rodney and/or Joseph to see if they want to help cook, and try to arrange rides for them
- Saturday:
 - 8:30 - 9am – Help unload and sort grocery store donations at the garage, and then transport supplies to the kitchen
 - 9am – Open kitchen, welcome volunteers and pray for the day; bring supplies down from the third floor
 - 9:15am – Help chef assign jobs to volunteers
 - 9:30am – Discuss with chef and go to store to buy supplies
 - 10am - noon – Help volunteers prepare food
 - 12 - 12:30pm – Clean up, put food away, and get rid of surplus donations
- Sunday:
 - 6am – Open kitchen door and welcome volunteers
 - 6-8am – Heat food and transport lunch bags to parking lot; load food on trucks
 - 8am – At the parking lot, welcome everyone, provide name tags, do announcements, lead the group in prayer, and coordinate transportation
 - 8:30 - 10:30am – Supervise flow of food lines, coordinate all responsibilities on the line, clean up, make sure everyone has a ride back to church
 - 10:30 – 11am – Lead team debriefing (either at Skid Row or at CA)
 - 11am – Coordinate clean up, wash dishes, and put supplies back in the garage

Supervisor

- Ministry Leaders

Location and schedule

- See duties

Time Commitment

- One weekend per month, approximately fifteen hours

Skills Needed

- Flexibility
- Leadership
- Ability to delegate
- Good communication and people skills
- Access to a pickup truck or a van is desirable

Training Provided

- Will be partnered with seasoned coordinator

Benefits

- Share the love of God by meeting physical and spiritual needs of the poor
- Opportunity to lead within the community
- Opportunity to meet new people to create teams and develop relationships
- Opportunities for fellowship with other CA members