

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

ASSISTANT DIRECTOR OF VINE + BRANCHES

Mission

Bringing the love and knowledge of Jesus to those in our community who struggle financially by providing an affordable community resource and by partnering with area social service organizations to offer free clothing and household items.

Purpose

To partner in ministry with the Director of Vine + Branches by:

- 1) Providing program support through the weekly sorting of donations and store upkeep;
- 2) Scheduling and conducting appointments with referred clients and sharing the love of Jesus by meeting their clothing needs; and
- 3) Building and maintaining relationships with program volunteers while working alongside them.

Characteristics and Qualifications

- a. Loves Jesus: Is committed to Jesus and his teachings of love, grace, truth, forgiveness, justice, service, and compassion.
- b. Caring: Demonstrates empathy and compassion for other people's struggles and is willing to work closely with volunteers and clients from all walks of life (for example but not limited to: refugees, people released from prison, those dealing with addiction and mental health disorders, people experiencing housing instability, transgender individuals, and older adults).
- c. Organizer: Possess strong attention to detail and has the ability to multi-task.
- d. Communicator: Demonstrates effective written and oral communication skills. Needs to have comfortable conversational skills with different kinds of people (including those with no or little English).
- e. Problem Solver: Has an infectious optimism and willingness to look for solutions.
- f. Boundary Setter: Must be able to set personal boundaries, speak with authority.
- g. Recycler: Must have a heart for re-use and the ability to make quick decisions about re-use potential.
- h. Able-bodied: Have physical strength to work standing all day, be able to bend, stoop and lift up to 50 pounds.
- i. Education: College degree or equivalent work experience.

Roles and Responsibilities

1. Program Support (30%)

- a. Assist with sorting donations of clothing and household items on a weekly basis.
- b. Keep workroom organized, even as donations continually come in.
- c. Organize donations for seasonal storage and assist with bi-annual seasonal changes in the store.
- d. Attend monthly All Staff meetings.
- e. Assist with special projects.

2. Inreach (35%)

- a. Develop and maintain strong relationships with volunteers.
- b. Assist in leading weekly prayer time and work alongside volunteers to prepare the store for the week (Tuesdays).
- c. Assist in the planning and execution of the annual volunteer appreciation event.

3. Outreach (35%)

- a. Meet with referred clients to provide free clothing and other material goods as needed. These are scheduled, one-on-one, hour-long visits.
- b. Set up appointments and maintain records of appointments.
- c. Communicate and network with social workers and various agency partners.
- d. Work in the store quarterly alongside volunteers to assess store and community needs.

Relationships

This is a 20-30 hour per week position, Monday - Thursday.

This position reports directly to the Director of Vine + Branches. Vine + Branches is a ministry of Hope Church and is overseen by the Missions Coordinator.

- December 2, 2025