

**Position:** Food Share & Farm Director  
**Department:** Care Team  
**Wage:** \$22/hour  
**Combined Schedule:** Monday-Thursday

**Reports To:** Comm. Outreach Pastor  
**Exemption Status:** Salary  
**Hours:** 22-25 hours/week

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### Summary

As a part of CTK's Outreach efforts, this position leads and develops the Food Share and Farm ministries. They serve as primary liaison for the hunger-focused community partners and continues to develop Food Share's niche in the community in collaboration with a wide variety of organizations who are tackling the issue of hunger.

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### Essential Functions

- Research, propose, implement and develop hunger-focused community partnerships within the philosophy and strategy CTK has designed for outreach and service.
- Create the relationships and connections to be able to gather food from a variety of sources including the congregation, local businesses and the CTK Farm and deliver it in the most useable way to our partners.
- Oversee and evaluate operations at the HUB, including communication with Hannegan Properties team.
- Develop, promote and support the Grow-a-Row program.
- Oversee the integration of Food Share donations and volunteers into the programs of the Foothills Community Food Partnership.
- Grow and pace the partnership with Boys & Girls Club in such a way that honors their priorities and limitations, as well as those of CTK.
- Lead the Farm team by identifying, recruiting, and supporting a solid leadership team that understands and fulfills its part in the Food Share ministry.
- Supervise the FoodShare Ministry Leader as they identify, recruit, train and support volunteers to prep Farm produce, pick up donations, pack up deliveries and serve meals.
- Collaborate with Community Outreach Pastor to develop and enhance the overall community partner strategy.
- Participate in all appropriate staff, ACL and Care Team meetings to ensure excellent connection, communication and integration into the whole.

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### Requirements

- Active Christian faith and ability to integrate one's personal faith into social service type work.
- Valid driver's license and car insurance.
- Working knowledge of Gmail, Google Docs, and Excel.
- Excellent people skills, including networking and collaboration.
- Solid written and verbal communications skills.
- Strong project management skills.
- Supervision experience preferred.
- Volunteer recruiting and training experience required.

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### Employee Acknowledgement

I understand and agree with the above job outcomes.



## JOB DESCRIPTION

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Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_