



Outreach Operations Assistant

Status: Volunteer Position

Part-Time: Weekly Tuesday Nights 3 pm – 8 pm

AND/OR

2nd and 4th Saturday 9 am – 2 pm

NOTE: We would prefer the ideal person to do both Tuesday nights and 2nd and 4th Saturday but if you can only do one that is okay too! We welcome you to apply!

Reports to: Operations Director

As the Outreach Operations Assistant, you will work closely with the Operations Director in streamlining operations and helping to set up policies and procedures that need to be implemented for the success of our outreach programs. This position will also be making sure that the policies, procedures, and safety protocols in place are being adhered to.

Responsibilities

Tuesday Night Family Night Outreach

Make sure the flow of the evening is operating smoothly with volunteers, staff, children, and clients.

- This entails making sure that volunteers are equipped and know what they need to be doing throughout the event.
- Overseeing the kitchen staff and volunteers to make sure food safety guidelines and procedures are being adhered to.
- Proper recording of food distributed and guests in attendance are being captured
- Make sure volunteers, teachers, and assistant teachers are checked in for capturing volunteer hours.
- Kids ministry is operating effectively with the kids' check-in process and safety guidelines are being followed
- Make sure security protocols for the evening are in place.

Adopt-a-Block (AAB) 2nd and 4th Saturday

Making sure the operations run effectively and efficiently with volunteers, staff, and clients.

- Make sure food safety guidelines and procedures are being adhered to.
- Weights of food distributed are properly recorded from various sources.
- Access food being distributed to streamline the process to move the food throughout the day
- Access food that is leftover and consolidates it into trucks, if applicable.
- Make sure volunteers are equipped and know what they should be doing throughout the event and help guide them along

To apply please fill out the form [HERE](#) and we will contact you.

Thank you for your interest in serving with the Raleigh Dream Center