

CTM Donation and Distribution Supervisor

Position Summary

The Carriage Town Ministries (CTM) Donation and Distribution Supervisor supports the Director of Advancement and Community Engagement by implementing strategies of CTM through the Donation and Distribution Center. The primary goal of the CTM Donation and Distribution Supervisor is to develop and maintain projects and services to handle incoming “in-kind” donations, using them to meet the needs of CTM residents and to distribute to other agencies that service those in poverty. As a disciple of Christ and a CTM employee, we strive to “be imitators of God, as beloved children, and live in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God” (Ephesians 5:1-2).

Major Duties and Responsibilities

- Understand and model CTM beliefs and values supporting the established CTM culture and mission.
- Understand the Christian message and share the gospel message of Christ effectively through deeds, demeanor, and words.
- Facilitate receiving, sorting, distributing, and disposing of all in-kind donations, except food.
- Develop relationships with agencies who wish to receive distribution of excess donations and coordinate the distribution of goods to them.
- Supervise all programs handling in-kind donations, with the exception of food.
- Order supplies and oversee the cleanliness of the Donation and Distribution Center.
- Train and supervise volunteers to perform tasks within these programs.
- Be the point of connection between CTM and AARP, including submitting timesheets for all AARP volunteers on campus and maintaining good relationships with the agency.
- Assist in community projects such as Back to the Books, Christmas Toy Distribution, and Volunteer Appreciation.
- Pick up donations and/or deliver items to residents, agencies, or companies who partner with us.
- Evaluate all projects/tasks for success and areas for continuous improvements, documenting and implementing improvement strategies.

Skills and Abilities

The following skills and abilities are required to be considered for this position:

- Must have a high level of interpersonal skills to work effectively with others.
- Must have leadership experience and the ability to train.
- Must possess a patient and caring burden for the community and the lost.
- Must be able to manage conflict and other difficult situations without making them worse.
- Must be able to balance compassion with a firm commitment to follow all CTM rules.
- Must possess a strong working knowledge of computers.
- Must have a valid driver’s license and the ability to tow a trailer is preferred.
- Having the ability to lift 35 pounds.

Qualifications

The following qualifications are required to be considered for this position:

- Be a born-again believer in Jesus Christ claiming Him as Lord and Savior as expressed by personal testimony and Christian conduct.
- Be in regular fellowship at a recognized, Christian church.
- Believe and adhere to the Carriage Town Ministries' Statement of Faith.
- Agree to adhere to the policies outlined in the Employee Handbook.
- Have a genuine concern for the salvation of souls and the spiritual welfare of our residents.
- Be known for a dedicated Christian life according to the standards in God's Word and purpose to put sin out of their lives in order to help and not hinder the cause of Christ.
- Abstain from the use of illegal drugs, abuse of alcoholic beverages, and prescription and nonprescription drugs.
- Live within their means and practice financial integrity.
- Have a lifestyle that is free of sexual sin.

Education and Training

The following education and training are required to be considered for this position:

- Daily Bible Student
- Leadership experience in business, ministry, or social services.
- Completion of recommended Carriage Town Ministries training programs.

The specific statements in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

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