

**Position title:** General Coordinator/Director  
**Position Status:** Volunteer. 8-10 hours a week.  
**Location:** Downtown Foley, MN  
**Reports to CROSS Board**

**Position Purpose:**

The CROSS Coordinator is responsible to providing a high level of leadership and support for the volunteer staff, maintaining the mission of helping the low income families of Benton County.

**Essential Duties and Responsibilities:**

Board of Directors:

- Coordinates the Board of Directors meetings six times a year. Creates an agenda for each meeting, assembles reports and needed information, then sends it out to the board members ahead of the meeting.
- Responsible for creating a coordinator's report for the Board for each meeting. Reporting on any events that have happened since the last meeting, attend meetings as the CROSS representative, fundraisers and other support from the community.
- Onboarding of new Board members, ensuring they receive any needed information, getting them on the roster, mailing list, email list, and provide orientation to the organization and Board.
- Attend the Board meetings and be ready to answer any questions that may come up.
- Encourage Board members to spend time regularly as a volunteer at CROSS.
- Review and update Board By-Laws every couple years, or as needed.

Financial:

- Records intake of donations of money and food. All food donations are weighed and recorded.
- Provide bills to the Treasurer.
- Provide information as needed for the accountant for the 990 statement.
- Assists as needed for the annual audit.
- Prepares donation slips to be available when donations are received.
- Assists the treasurer with bills and recording income, and preparing for thank yous to be sent.
- Forwarding on-line donations to Financial Secretary. Seeks funding sources including fundraisers and grant opportunities.
- Applies for grants and coordinates with grant writers.

Reporting:

- Completes monthly reporting to Second Harvest and other grant reporting to grant sources.
- Reports to the Board, partner churches, community organizations, volunteers and local news as needed.

Communication:

- Main point of contact for the CROSS Center.
- Manage the email account, checking for and answering new email regularly.

- Provides updates to the website and Facebook page.
- Answers phone and in-person inquiries, provide building tours and answering any questions about the CROSS mission, etc.
- Contact for food drives and community events, including: Foley Chamber of Commerce, Business Expo, Foley Fun Days Parade, Youth Expo.
- Contact for partner organizations, including: Second Harvest, Foley CARE, other local social welfare organizations.

#### Human Resources:

- Assist with volunteer staff recognition at birthdays (sending cards) and other life events involving the volunteers.
- Assist with volunteer staff reporting of hours.
- Send in monthly report of RSVP hours.
- Assist with volunteer recruitment including advertising, phone inquiries, and giving building tours and answering any questions about the CROSS mission etc.
- Maintain confidential volunteer files.
- Supervise and coordinate time volunteered by community service volunteers.
- Participate in fundraising and recognition activities.
- Always maintain an atmosphere of respect of each other and respect for the clients that CROSS serves.

#### Office Management:

- Manage the inventory and procurement of office supplies.
- Work with IT for services, hardware and software, landlines and copier needs.
- Manage the key inventory and building security.
- Coordinate and schedule all office repairs and maintenance, obtaining bids from licensed contractors as needed.
- Coordinate communication for volunteers and for clients when needed.
- Maintain confidential client files.
- Responsible for the ten year storage of CROSS records.

#### General Operations:

- Oversee the general operations at CROSS, focus on mission, continuation of services, continuity of work done by all shifts and all workers.
- Maintain an organized and welcoming reception and intake area, including updating fliers as needed.
- Assist other volunteers with correspondence, work flow, personnel, data entry, sometimes filling in for filling food orders or sorting clothes when there is a need.
- Be willing to sweep the floor or perform other cleaning tasks as needed.
- Greeting guests with a smile and do your best to make clients and guests feel comfortable and welcome.
- Manage the inventory and procurement of housekeeping supplies.
- Manage the physical building and maintenance, obtaining bids from licensed contractors as needed.
- Read and do as required in the TEFAP Policy and Operations Manual for Food Shelves.
- Share policies with other volunteers.
- Ensure that volunteers are working as a team. None can do it all or without everyone working together.

- Good communication skills are needed with all volunteers, helping them understand policies. This is important when decisions need to be made when the director is not available.
- Always making sure the clients feel welcome and get the service they need while also making sure the volunteers know that they are valued.

**Contact Carole Mersinger if you are interested in learning more, [crosscenter@hotmail.com](mailto:crosscenter@hotmail.com) or 320-968-7012**