

## VINE Faith in Action Job Description

**TITLE OF POSITION:** Chore Program Manager

**IMMEDIATE SUPERVISOR:** VINE Executive Director

### MINIMUM REQUIREMENTS FOR POSITION:

- Course work required for high school graduation in Minnesota or its equivalent. College or technical college degree in a related field is preferred.
- Experience working with a variety of people including older adults, people with disabilities, and court committed workers and volunteers.
- Good understanding of home maintenance and repair needs (minor carpentry, electrical and plumbing) AND possesses personal “hands-on” home repair skills.
- Computer proficiency in Microsoft Word and Excel.
- Possess a basic understanding of business financial management.
- Possess written and verbal communication skills appropriate to program management, volunteer scheduling and the generating of reports.
- Ability to “be on their feet” for extended periods of time and lift up to 50 lbs. unassisted.
- Possess a valid MN Driver's license. Be willing and able to drive VINE's vehicles, pull a trailer and perform basic maintenance on VINE's vehicles and chore equipment.

**NATURE OF WORK:** This is a full time, salaried position that requires occasional evening and weekend work. As an integral part of VINE's staff, the Chore Program Manager will:

1. Provide oversight to all aspects of VINE's chore program and supervision of paid and volunteer chore staff. Schedule appropriate work projects (and complete required paperwork) for jail volunteer crews, sentence-to-serve workers, and groups of volunteers doing short-term or one-time service projects. **40% time**
2. Visit by phone and/or in person with community members requesting chore assistance to evaluate the project requested and determine the most appropriate way to meet the need. Provide timely follow-up to assure that agreed upon assistance was provided in a satisfactory manner. **35% time**
3. Be the designated staff member responsible for oversight of VINE's Third Avenue campus, chore garage and equipment. Make sure that the physical plant is well maintained and in good working order. **10% time**
4. Work together with VINE staff and board to establish service criteria, develop and implement policies, and assure the quality and effectiveness of the VINE chore program. **5% time**
5. Work directly with other VINE staff members to recruit and recognize the efforts of volunteers who provide practical, non-professional assistance to VINE care receivers living in Blue Earth and Nicollet Counties. **5% time**
6. Support VINE's organization through active participation in service projects, fundraising events and marketing opportunities. **5% time**

**MAJOR JOB FUNCTIONS:**

- Visit by phone and/or in person with care receivers and their family members (when appropriate) about their chore needs.
- According to program guidelines, determine the most appropriate way to accomplish the need.
- Develop, support and expand VINE's pool of chore volunteers.
- Supervise chore program staff and volunteers providing chore assistance.
- Follow up with chore recipients in a timely manner to assure service quality.
- Convey both formal and informal appreciation to those involved in VINE through sending thank you notes and active participation in recognition events.
- Demonstrate computer competency including the generating and maintaining of reports and lists.
- Create and maintain files and accurate data on volunteer matches and service statistics.
- Work closely with VINE's office manager to assure accurate financial recordkeeping and timely billing.
- Serve as the primary staff member responsible for the ongoing maintenance of VINE's property, vehicles and tool supply.

**PRE-EMPLOYMENT REQUIREMENTS:**

Prior to the job being offered, the selected candidate must:

- Successfully pass a criminal and driver background check
- Provide the names of three personal references who can attest to the applicant's character and confirm their skill level
- Successfully demonstrate the ability to create a spreadsheet, compose and type a business letter and a hand written thank you note.
- Successfully demonstrate the ability to connect and back up a small chore trailer.