

Safe Harbor Coordinator

Beginning January 2021 the UCWC will need a new coordinator for Safe Harbor meal preparation and serving. Organization and leadership of Safe Harbor volunteers is a rewarding position that does not require a great deal of time, but does require organization and time management. You have a unique opportunity, along with all volunteers to provide REAL help for people in our community that need a support at one of the most important points of time in their lives.

What we do as a team:

During this period of Covid, we serve a minimum of 15 dinner meals to the residents of Safe Harbor every second Sunday and second Wednesday of the month. This requires a minimum of two people each day to facilitate. Under pre-Covid it was 40 meals (dinners only) a month.

What you do as a coordinator:

The coordinator makes sure the volunteers are scheduled in advanced and acts as the hub of communication between Safe Harbor and the volunteers as needed, to fulfill our mission. Report back to Social Justice for periodic reports. Fill in gaps in the program that present themselves adhoc.

Requirements:

Time (every month there is a time commitment beyond setting up the entire year)

Organization of the program and running it

Tenacity in communications and organizing

Work without additional support beyond the volunteers

Duties Include:

Organize a schedule of 2 - 3 people to provide a dinner for the residents twice a month for the year

Communicate to the volunteers as needed to achieve the goal

Have good communication with management and leadership at Safe Harbor

Assist volunteers when required, which sometimes means you fill in where needed adhoc

Various communications to the congregation

Challenges:

Pivot when needed where volunteers cannot fulfill their scheduled slot for preparation

Pivot when covid pushes people in and out of the center, and volunteers are unable to fulfill their schedule

Work independently with minimal support

Communication - this has become more challenging being reliant on email. We all get so much email that communications are easily lost or not picked up.

Question can be directed to Rick London via safe-harbor@ucwc.org