

**Position Title:** fpResources Coordinator

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**Employment Status:** Support Staff, Non-Exempt  
**Time Requirements:** Part-time, 10 hours per week  
**Reports to:** Finance & HR Director  
**Last Updated:** September 2015

**Job Summary**

The fpResources Coordinator is responsible for coordinating volunteers and maintaining adequate inventory. This position will require some travel between campuses as the role will support all Faith Promise campuses.

**Primary Responsibilities**

Responsibilities may include but are not limited to the following items:

- Recruit, Develop and Lead Volunteers
  - Develop a strategy for recruiting and developing volunteers
  - Coordinate volunteer schedules to ensure fpResources is open on the weekend and at special events
- Maintain Adequate Inventory
  - Monitor inventory and identify items to reorder
  - Receive new inventory, tag the items and prepare the resources area with the new inventory
- Ensure Proper use of Systems
  - Evaluate and review the use of the merchant services and software
  - Reconcile cash, sales and inventory weekly and ensure good financial processes and internal controls
- Perform all other duties assigned by the Senior Pastor, Executive Pastor, CFO and Finance/HR Director

\*If interested, please send a resume to Mallory Ellis at [mallorye@faithpromise.org](mailto:mallorye@faithpromise.org)