



Strengthening & Equipping Neighborhoods Together

Hi-Crest Market Coordinator Job Description

Team Member:		Supervisor:	Executive Director
FLSA (Exempt/Non-Exempt):	Hourly (Non-exempt)	Position (full or part-time):	Part-time
Location:	Hi-Crest Area, Topeka, KS	Travel Required:	In town, if any
Hours:	10 hours per week	Supervises:	No
Last Updated (date & by):	03.24.2021, Kscott	Starting wage:	\$13/hour

Primary interactions with:

Volunteers, SENT staff, leadership and partners, vendors, suppliers, and community members.

Work schedule: Part-time hours necessary to complete work assignments

30% Recruit, organize and oversee volunteers for the Hi Crest Market

30% Initiatives to communicate about the Hi Crest Market to the local community

30% Organize, prepare, and manage the Hi Crest Market

10% Program administration

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT's Core Values:

Relocation, Reconciliation, Redistribution, Holistic Approach, Empowerment, Listening to the Community, and Leadership Development.

Position mission:

Hi-Crest Market Coordinators primary focus is to provide quality programming, supervision and training of staff and volunteers, collaborations with community partners, and promote programming within area schools and neighborhoods and businesses to provide affordable opportunities, awareness of resources and life-giving experiences for the community.

Essential Functions:

- Provide co-leadership, coordination, scheduling, and recruiting for Hi Crest market volunteers and vendors
- Collaborate with SENT staff on curriculum, activities, and Hi Crest market management.
- Provide required reports to the SENT Board, Annual Report, donors, and grants.
- Serve as the onsite compliance expert to ensure team members, volunteers, vendors, and other individuals follow program protocol, safety compliance, and organization procedures.
 - Responsible for training team members, volunteers, and vendors on program protocol and safety compliance
- Manage and coordinate facility-related duties/departments (including food service, transportation, janitorial, environmental services, scheduling rooms).

- Lead the charge with Administrative Assistant responsibilities, including but not limited to the coordination of volunteers, registration, check-in process, food service, transportation, and other administrative tasks.

General Responsibilities:

- Great work ethic and attitude.
- Support SENT's strong relationship culture through quality customer service and exceptional teamwork skills.
- Provide superior client service by resolving problems efficiently and responding timely.
- Prioritize and manage work effectively.
- Identify and implement solutions to problems in general and urgent matters.
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve SENT's needs.
- Seek the counsel of the supervisor on assignments and financial concerns or other issues as appropriate.
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company.
- Flexible in accepting additional assignments as requested by leadership.
- Cross-train for other positions to cover when necessary.
- Professionalism while representing SENT (onsite, professional, and community events and via communications).
- Participate and attend meetings as requested.
- Recommend policies and procedures as it relates to the area of responsibility.
- Timely responses, within 24 hours, to inquiries for information to families, coworkers, and board members
- Comply with federal, state, and local laws.
 - Follow SENT's policies and procedures.
- Other duties as assigned.

Performance Measurements and Accountability:

- Accurate and timely completion of the work assignments.
- Collaborative relationships are developed and maintained with clients and staff (internal and external).
 - Team player that accomplishes work tasks in collaboration with others.
 - Ability to change while accepting and supporting management decisions.
- Achievement of objectives as outlined by leadership.
- Strict confidence and confidentiality.
- Arrive and depart from work timely per schedule.

Qualifications: (Knowledge, Skill and Ability)

- Personal and professional recommendations that testify a caring, encouraging disposition.
- Technologically savvy - able to pick up and learn/implement/train new programs and software quickly.
 - Advanced Microsoft Office Suite skills.
 - Familiarity with G Suite/Google Drive.
- Pass appropriate background checks.
- Preferred: Recent Trauma Training, CPR & First Aid Training
- Preferred: Experience with children in Hi-Crest and/or area East Topeka schools
- Willing to live in the SENT focus area
- Knowledge of and excitement to support the [mission, vision, values, and strategies](#) of SENT
- Knowledge of and agreement with CCDA principles as it applies to SENT initiatives.
 - <https://ccda.org/about/philosophy/>
 - <https://senttopeka.com/our-philosophy>
- Efficient, effective, and work within approved budget
- Ability to make effective decisions that produce positive results
- Ability to communicate effectively through both oral and written communication
- Attention to detail
- Ability to organize work and projects to ensure timely completion
- People skills: collaborative spirit, compassionate, and team player
- Valid Kansas driver's license

- Excellent leadership, management, and communication
- Resident or willing to move to Topeka, KS, preferred
- Expressed ability and/or references in:
 - Hard work, detailed, organized, enjoyable to work with
 - Follow through, accountable and independent execution
 - Compassionate, perseverance, patient, and empathetic
 - Able to define necessary boundaries with coworkers, families, and others
- Demonstrated ability in working with children, families, volunteers, and community leaders
- Demonstrates leadership ability, interpersonal skills, and organizational skills
- Demonstrates excellent teamwork skills and working together to achieve successful outcomes
- Demonstrates emotional maturity and stability and the ability to handle crises
- Demonstrates independent work skills to guide effective decision making and positive results

Physical Demands:

- Lift and move items up to 50 pounds
- Must be able to move body fast enough to keep small children from harm
- Sit, stand and walk for extended periods of time
- Ability to concentrate on detailed information
- Ability to work on the computer for several hours at a time
- Ability to bend, kneel and reach items
- Frequent use of hands to finger, handle or feel objects, tools or controls
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision and depth perception

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- This is a non-smoking work environment, including all premises and other such areas
- Travel may be required, along with that entails standard travel risks

I can perform this job without accommodation

I need accommodation to perform this job

I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If an accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature