



Ministry Description

Volunteer Logistics Coordinator

Reports to Regional Ministry Leader or Area Coordinator

Summary

Develop, grow, and lead a team of Volunteer Logistics Team Members and a network of Central Drop-off Locations (CDOL) and Drop-off Locations (DOL) to share the hope of Jesus Christ through Operation Christmas Child (OCC) by managing the collection of shoebox gifts.

Primary Responsibilities

- Recruit and select an interdenominational Collection Network of qualified volunteers and churches with the purpose of increasing OCC's capacity to collect shoebox gifts
- Seek to establish new Drop-off Locations as needed and approved by Regional Ministry Leader
- Manage the distribution and collection of resources within the Area, as directed by Area Coordinator or Regional Ministry Leader
- Manage the collection and submission of Drop-off Location Agreement Forms
- Provide regular progress updates and reports to Area Coordinator or Regional Ministry Leader
- Ensure that all Drop-off Locations receive supplies for National Collection and that all necessary paperwork is completed accurately at each Drop-off Location
- Actively engage the Prayer Team in covering Drop-off Locations in prayer during Collection
- Provide monthly updates to Area Team leadership

Qualification

Spiritually mature Christian with strong interpersonal and communication skills. Must be connected to and knowledgeable of their designated geographic area and be committed to the ministry goals of Samaritan's Purse/OCC. Must be a minimum of 16 years of age to be selected into a position and serve on an Area Team. Parental consent is required for all volunteers under the age of 18. Hold a Working with Children Check relevant for their state/region.

Regular access to an individual email account and MyOCC is required.

Training Expectations

- Complete required in-person and online training
- Attend regional events and Area Team meetings
- Attend annual Connect Conference (encouraged)

Volunteer Time Commitment

- Ideally a volunteer term for a one year period.
- May require a time commitment up to 2 to 5 hours per week, possibly increasing during peak months.
- Volunteer role is re-evaluated annually and can continue by mutual agreement.