

ST. JAMES COFFEE

TEAM DIRECTOR JOB DESCRIPTION

JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Team Director ensures that staff and volunteers are working within and engaging the vision of St. James Coffee while striving to successfully accomplish its initiatives.

RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Be a bridge between the staff and the Board of Directors
- Provide direction to and accountability among the staff
- Gather and lead staff in weekly (or bi-weekly) team meetings/check-ins
- Manage staff schedules
- Work with Volunteer Coordinator to create barista schedules
- Direct the development of budgets and communicate them with the Board for approval
- Direct the development of calendars and communicate them with the Board for approval
- Develop and carry out communication initiatives
- Assist/support staff in responsibilities as needed/requested
- Recruit volunteers
- Assist in training volunteers
- Encouraged to volunteer as an emergency sub

QUALIFICATIONS & SKILLS

- Management experience
- Prayerful decision maker
- Excellent communicator (verbal and written)
- Conflict resolution experience
- Organized multitasker
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Quickbooks
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Education in and/or experience with religious studies, theology, or pastoral ministry
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

ACCOUNTABILITY

This position is accountable to the St. James Coffee Board of Directors.