**Role:** **CODE Programs Leader**
**(Community Outreach Development and Engagement)**
**Effective:** **1 January 2024**

**Background**
- Runnymede United Church is embarking on an expansion of its commitment to community outreach development and engagement. Runnymede is a two-campus church with sites in Bloor West Village and Swansea neighbourhoods in Toronto.
- Already engaged in local and international projects, Runnymede seeks to build and invest in a community-based set of initiatives in our neighbourhoods to address hunger, social isolation, justice and inclusion, and to create a higher level of congregational, volunteer and community engagement. We call these CODE initiatives.
- This commitment has resulted in the creation of this new full-time position in 2024.

**Role Summary**
- The CODE Programs Leader will work with the CODE Committee Chair, members and ministerial staff to offer leadership, organization and guidance to Runnymede Community Outreach Development and Engagement programs.
- The two key responsibilities are Outreach Program Support and Volunteer Engagement.
- The work will be done in a team environment with the CODE Committee (chair and members), the ministry staff team, church staff and church / community volunteers.

**Experience and Skills**
- The CODE Programs Leader will have experience in community development and organization, in not-for-profit structures, in outreach and social justice related work and in motivating and working with volunteers.
- The CODE Programs Leader will have strong communication and interpersonal skills, with an ability to lead, motivate, persuade and engage people and teams.
- Experience in working within a faith community and/or inter-faith initiatives is desirable.

**Compensation**
- Salary of $55,000 to $65,000 per year.
- Full United Church of Canada benefits program including medical and pension.

**Hours**
- Full time role at 37.5 hours per week.
- The hours will be agreed on hiring but core hours of 10 am to 3 pm Monday to Friday are expected. There will be a need to attend some evening meetings (scheduled in advance).
- Sunday morning worship is an important opportunity to connect with the congregation. The expectation would be for the CODE Programs Leader to be present two Sunday mornings a month from 10:00 am to 12:30 pm, with time off in lieu the next week.
- The role will be on-site at the 432 Runnymede Road campus with some meetings at the Windermere campus and other community or partner locations.
- Some remote work may be negotiated.

**Reporting Lines**
- Report to the M&P Committee for personnel reviews, performance feedback and compensation decisions. A member of M&P will be a contact and coach.
- Take direction on objectives, priorities and projects from the CODE Committee and guidance from the ministry team.
- Participate in staff meetings (weekly or other).
- Attend and provide updates to the Church Board, on request.

## Responsibilities

### 1) Outreach Program Support

Outreach program support responsibilities will account for two-thirds of the role:

- In a team process, help to lead the evolution and implementation of a Community Outreach Development strategy for Runnymede United Church.
- Support the CODE Committee in respect of organizing meetings, helping the chair with the agenda, meeting management, meeting minutes and other tasks.
- Create and help drive CODE communication message creation and planning, working with the Communications Team on emails and materials.
- Work with the CODE Committee to support each CODE initiative and team in the following areas.
  - Assist in identifying the best strategy for the initiative.
  - Work with the team to gather insights into evolving local community needs.
  - Help manage partner relationships for organizations involved in programs.
  - Work to expand networks and build alliances with community organizations.
  - Assist in grant applications for supplementary funding.
- Be very engaged in helping Runnymede launch new community outreach initiatives, including definition, plans, resource budgets, volunteer recruitment and communication.
- Work collaboratively with other faith communities and community service agencies in support of community-wide initiatives that align with CODE objectives.
- Assess and compile resources for asset-based engagement and work with teams on making Asset Based Community Development part of the Runnymede approach.
- Develop a dashboard of key metrics to monitor engagement and growth.
- Advocate on outreach issues, as agreed by the CODE Committee and Church Board.

### 2) Volunteer Engagement

Leading a process for better volunteer engagement will be one-third of the role. The responsibilities will include:

- Lead the development and implementation of a volunteer care program using best practices in the not-for-profit and religious sectors.
- Build a more impactful and engaging volunteer environment for Runnymede United Church initiatives, for both members and the community, that leads to growth in volunteer participation as well as program scale and impact.
- Recommend an annual plan for Volunteer Engagement improvements, with a budget.
- Work closely with the Communications Team on messaging that grows volunteers from inside and outside the church and reinforces their contribution.
- Develop a dashboard of key metrics to monitor engagement and growth.
- Organize training for volunteers and potential leaders.

**3)     First Year Infrastructure**

As a new role, there are projects which need to be accomplished in the first year to build the infrastructure for CODE initiatives and the role. Once in place, there will be a smaller requirement to monitor and evaluate.

- Work with church staff and volunteers on identifying and deploying better solutions (including software and cloud services) for volunteer support and contact management.
- Build data collection and reporting into a program monitoring and evaluation process.
- Develop approaches to communication and volunteer care including recruitment, and organization.

**Applications**
To apply for this position please send a cover letter, as well as your current CV to applications@runnymedeunited.org by the closing date of midnight February 1, 2024. Runnymede United Church is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We regret that only applicants selected for an interview will be contacted.