

LANSING UNITED METHODIST CHURCH
Rummage Sale Coordinator Position Description

The primary role of the Rummage Sale Coordinator is to oversee the planning, volunteer staffing, and running of the LUMC Rummage Sales. The Rummage Sale Coordinator serves under the leadership and supervision of the Pastor.

RESPONSIBILITIES:

1. Schedule dates for the spring and fall rummage sale in coordination with the Pastor's Administrative Assistant.
2. Assemble and lead a volunteer workforce to publicize, plan, coordinate with outside vendors/persons to arrange for needed equipment (such as dumpsters, recycling trailer), order supplies, setup, organize donations for sale, conduct, and clean up for the spring and fall rummage sales. Oversee each of these aspects of the rummage sale process.
3. Ensure adequate cash controls are in place and carried out.
4. Provide support and assistance to volunteers and customers.
5. Provide a safe, welcoming, inviting and positive environment for both volunteer workers and customers. Model polite, friendly, and courteous behavior for all.
6. Ensure that trained leadership is present at every shift during the rummage sale so that the responsibilities of the coordinator are carried out.
7. Ensure that a team of parking assistants is present and alert to safety concerns during the busiest hours of rummage
8. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to fully carry out those policies.
9. Ensure that rummage volunteers are aware of Safe Sanctuary concerns applicable to the rummage sale.
10. Attend periodic training and education opportunities provided by LUMC to include an annual review of LUMC Safe Sanctuary policies and procedures as they apply to rummage sales.

QUALIFICATIONS:

1. Ability to carry out detailed planning and organizing.
2. Ability to lead volunteers of all ages from the congregation and community.
3. Strong interpersonal skills interacting with adults, children, and youth.
4. Ability to adapt to a variety of situations.
5. Have had an active relationship with LUMC for at least 6 months.
6. Be at least 23 years of age.
7. Completion of consensual background check process.

I have read the position description for Lansing United Methodist Rummage Sale Coordinator and understand its contents. My signature below indicates my agreement and covenant to abide by the responsibilities set forth above.

Signature of Applicant

Date