



THE H.E. BUTT FAMILY FOUNDATION

Position Profile July 2018

Real County Resource Coordinator

About The H. E. Butt Family Foundation (HEBFF)

The history of the programs runs parallel to the history of the Butt family. Early in the twentieth century, while delivering groceries for his mother's fledgling Kerrville grocery store, a young Howard Butt, Sr., first glimpsed the sublime and expansive landscape that characterized the ranches outside of town. His imagination was piqued, and he vowed that if he were ever able, he would purchase such a place so that other children would have a chance to experience that same wonder.

By 1954, the little grocery store had grown into a thriving regional institution (the H-E-B Grocery Company). Howard and Mary Holdsworth Butt found themselves with the means to purchase the 1,900-acre Wolfe Ranch near Leakey, Texas. The desire from the beginning was to make the property a place for others. Starting with the Foundation Camps (serving underprivileged children), a program of service and hospitality steadily began to take shape along the Frio River.

Laity Lodge hosted its first retreat in June 1961, under the direction of Howard and Mary's son Howard Butt, Jr., who had only recently turned his sights from the grocery business to the work of lay ministry. While the reins of H-E-B would pass to his brother, Charles, Howard's pioneering work would equip the "laity" to rediscover the high calling, the sacredness of all work. The Laity Lodge Program would be built around intimate gatherings of laymen and pastors, men and women, at retreats combining spiritual renewal and physical rest. Over the coming decades, the vision continued to grow, and HEBFF has expanded its current program offerings in the Canyon to five operating areas: Laity Lodge, Laity Lodge Family Camp, Laity Lodge Youth Camp, Foundation Camps, and HEBFF Outdoor. In recent years, under the leadership of Howard Butt, Jr.'s son-in-law, David Rogers, in close collaboration with his wife, Deborah, Foundation resources have increased, and the organization is now broadening its program capabilities beyond the Canyon. For more information on The H. E. Butt Family Foundation, please visit <http://www.hebff.org>.

POSITION SUMMARY: The Resource Coordinator will support the Real County Community Initiative (RCCI), an initiative of HEBFF, to build a network and database of community contacts, resources, and volunteers. This position is responsible for representing HEBFF and supporting RCCI's mission throughout Real County. The Resource Coordinator will help raise awareness of RCCI to engage local organizations, churches, educational institutions, non-profits, businesses and individuals in the mission.

INITIATIVE MISSION: The Real County Community Initiative (RCCI) seeks to cultivate wholeness in the communities in Real County by investing in local leadership development and catalyzing partnerships

that promote health and well-being for children and families. Our ambition is that the community will have and use these tools to navigate the complexities of rural life.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

ESSENTIAL FUNCTIONS:

- Participate in the education of the community, volunteers, service providers, and other interested parties with respect to programs and services available throughout the community.
 - Maintain a working knowledge of local, county, and state resources.
 - Connect our Real County neighbors to other community resources including but not limited to: medical, mental health, chemical dependency, employment and training programs, food shelves, public assistance, childcare, transportation, housing opportunities and legal assistance.
 - Participate in planning and execution of special events as needed.
 - Attend network and community meetings including appropriate training.
 - Responsible for collection and compilation of necessary data and information for program reports and evaluation and reporting to stakeholders and funders.
- Manage Volunteers
 - Schedule and manage volunteer schedules.
 - Provide training as needed for volunteers.
 - Promote services throughout the community by establishing relationships with local schools, service providers, community groups, churches, senior programs, youth programs and others.
- Connect neighbors to community resources
 - Open and close resource facilities for approved events and programming
 - Schedule the building usage and calendar
 - Clean the facility as needed
 - Organize an efficient system for logging requests and contacting resources
 - Maintain strict confidentiality and professional behavior in dealing with consumers and colleagues.

QUALIFICATIONS:

- Bachelor's degree in Human Services, Counseling, Social Work, or related field with 2 years of working experience in associated field, or
- Non-related degree with 3 years of applicable work experience or 5 years of directly related experience and/or volunteer coordination
- Bilingual (Spanish and English) highly preferred

COMPETENCIES:

- Proficient in the Microsoft Office Suite
- Professional and welcoming phone etiquette
- Strong written, oral and facilitative communication skills - speaks clearly and concisely in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings
- A passion for providing support to communities
- Working knowledge of resources in Real County

- A positive, welcoming attitude and outstanding internal/external customer service skills, including handling difficult issues with sensitivity
- Ability to conduct oneself in a professional manner at all times and to communicate effectively and appropriately with a variety of people from many cultures and diverse backgrounds
- Demonstrated strong organizational skills; experience prioritizing projects and working on several projects simultaneously with interruptions
- Efficient and accurate in completing tasks as required attending to detail, and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities
- Strong aptitude to work in a collaborative setting on multiple projects or programs

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- This position has some active duties and requires standing, walking, bending, kneeling, stooping and crouching throughout the day.
- The employee must be able to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

- This position requires the ability to work varying schedules based on program needs, including some weekends.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and multi-function printers. This position includes office assignments and occasional outdoor responsibilities throughout the year. Some occasional travel throughout the county may be required.

Candidates must be able to work
20-25 hours a week, 3 days a week to begin to work
at a new facility on 547 South Highway 83 in Leakey, TX

This is a 2-year assignment with the possibility of an extension following a review.

For more information or to apply, please contact Shelley Severson at 713-303-7086, sseverson@hebff.org or go to <https://www.hebff.org/work-with-us/>.