

CrossRoads Missions

Inner City Field Director

Position Title: Inner City Field Director

Classification: Full-Time

Reporting Relationships

Position Reports to: Executive Director

Positions Supervised: Interns, Full time/part time Inner City field Personnel, Participants, Ministry partners.

Position Purpose

Provide consistent and effective direction and oversight of participants and interns serving alongside CrossRoads in the Inner-City field. To manage and sustain a safe, organized, comfortable, and worship conducive environment wherever our participants and staff serve. To assist in unifying the participants and staff with the ministries with whom we serve. Continually evaluate and modify our ministries presence within the communities we serve. Ensure viable ministry opportunities are present for our participants to fulfill. Provide environment and opportunity to mentor interns and staff in spiritual and personal development.

Essential Functions and Basic Duties

- 1. Direct ministry operations to community and participants in the Inner-City.**
 - a. Ensure that CrossRoads Missions is engaging in outreach that is in line with our purpose, while fulfilling and meaningful for both our participants as well as those ministry partners and families being served.
 - b. Maintain positive working arrangement with all ministry partners.
 - i. Jefferson Street Baptist Center
 - ii. Salvation Army
 - iii. South Louisville
 - iv. Hope Inner City
 - v. Various other partners.
 - c. Be certain that individuals and trip leaders are being informed of all pertinent information
 - d. Develop and adhere to Scheduling protocols to insure quality.
- 2. Oversee Ministry objectives in Inner City fields**
 - a. Ministering to individuals and families through meeting physical needs.
 - i. Renovations and remodeling projects
 - ii. Through distribution of donated household and personal items
 - iii. Other approved ministry approaches
 - b. Ministering to individual and families spiritual needs

- i. This approach should be developed by field team based on staff and group abilities and strengths. This program should be explained and approved by the main office.
 - ii. Point local families and individuals to local churches that accurately teach scripture and can provide a meaningful place of worship.
- 3. Recruit necessary short term staffing volunteers.**
 - a. Project Manager, Worship Leaders, Group Care staffing at times will all be brought in as staff volunteers. It is the role of the Field Director to ensure that these positions have been filled and adequately informed of all expectations that CrossRoads Missions has of them in that role.
- 4. Develop relationships with and awareness of other ministries and their needs.**
 - a. Learn about other agencies providing similar services as CrossRoads to ministries in the Louisville area and see if there can be some collaboration of efforts to maximize our total effectiveness.
 - i. Take model developed in Louisville and apply to other locations.
 - b. Acquaint our ministry with other agencies and ministries in the Louisville area and determine if there is a place for CrossRoads Missions to assist those ministries in meaningful ways.
 - i. Take model developed in Louisville and apply to other locations.
 - c. Pass along relevant information to other agencies that can likely assist our current or potential partners when CrossRoads Missions cannot.
- 5. Assume responsibility for general care of participants and staff**
 - a. Ensure that group housing facility, storage area and office area are safe and conducive to meeting ministry objectives.
 - b. Make sure that living necessities for all participants and staff are met.
 - c. Verify that all safety equipment and supplies have been procured
 - d. Verify that vehicle and equipment maintenance has been assigned and is being carried out.
- 6. Assume responsibility record keeping**
 - a. Secure all participant forms i.e. liability release form, medical release form and keep secure. Release of liability forms must be kept for 2 years.
 - b. Verify that all participants are prepared with sufficient documentation
 - c. Keep in regular contact with trip leaders keeping them informed of their responsibilities in the field. (usually assigned to staff person)
 - d. Notify your ministry team members of the make up of the group prior to their arrival. Skills available numbers of male/female participants etc...
- 7. Field Relations**
 - a. Monitor relationships with all ministry partners
 - b. Plan/schedule events that involve our Participants with the people and culture they are there to serve.
 - i. Church functions
 - ii. Home visits
 - iii. Outreach ministry
 - iv. Appropriate city touring
 - v. Community interaction

8. Assist with Theme and Teaching materials

- a. Assist In developing theme Ideas
- b. Assist in developing theme materials and teaching tools
- c. Assist in information gathering and organization for booklets
- d. Assist in assembly process of information and devotional materials

Performance Measurements

1. Reach participant booking objectives for your field.
2. Trip leaders well informed and knowledgeable in their responsibilities.
3. High ratings on group care and planning
4. Effectively communicated the projects role in service to the community, and able to explain our ministries objectives
5. Provided an encouraging, service minded and worshipful environment in which to serve.
6. Good communication with Project Managers, Financial Director, Development team and the Executive Director.
7. Executive Director has been adequately informed of bookings and hurdles.
8. Responsibilities and duties have been carried out in accordance with policies and procedures.

Qualifications

Education/Certification:	College Graduate or Equivalent
Required Knowledge:	Working knowledge of Scripture and comfortable with sharing ones faith Must be capable of instructing others
Experience Required:	Must have had experience in leading ministry teams.
Skills/Abilities:	Attentive to detail and accurate Well organized Cooperative and willing to assist and train others Able to use computer CDL Certifiable Construction abilities

Physical Activities and Requirements of This Position

Finger dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
Talking:	Applicant must be able to effectively communicate the mission and purpose of CrossRoads. Applicant must be

able to effectively communicate where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Average hearing: able to hear average or normal conversations and receive ordinary information.

Average visual abilities: average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical strength: Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects

Working conditions
None: Both in and outdoor working environments.

Mental activities and requirements of this position

Reasoning ability: Must be able to apply logical or scientific thinking to a wide range of intellectual and practical problems. Applicant must be able to deal with very difficult concepts and complex variables.

Mathematics ability: Ability to use construction calculator, do basic math, able to do measurement conversions.

Language ability: Ability to read and comprehend at a collegiate level. Must be able to communicate effectively with others, and should be patient with individuals with a different language background.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.