

# *CrossRoads Missions*

## **Inner-City Group Care Coordinator**

Position Title: Inner-City Group Care Coordinator  
Classification: Full-Time

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### **Reporting Relationships**

Position Reports to: Director

Positions Supervised: Inner-City Interns, assigned year long interns, Participants

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### **Position Purpose**

Provide consistent and effective management of participants and interns serving alongside CrossRoads in the Inner-City. To manage and sustain a safe, organized, comfortable, and worshipful 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 Inner-City. Ensure viable ministry opportunities are present for our participants to fulfill.

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### **Essential Functions and Basic Duties**

- 1. Assume responsibility Scheduling Mission Trips**
  - a. Coordinate and Maintain trip dates of at least 12 months in advance by keeping open dialogue with ministry partners.
  - b. Actively recruit participants both individually and groups.
    - i. Telephone recruiting
    - ii. Promotional material mailings
    - iii. Convention and retreat follow up
    - iv. Contacting previous participants and groups
  - c. Keep individuals and trip leaders informed of all pertinent information
  - d. Develop and adhere to Scheduling protocols to insure quality.
- 2. Assume responsibility for securing or verifying, transportation to-in-and from Inner-City**
  - a. Make all necessary travel arrangements for other staff and interns assisting in this field.
  - b. Coordinate Charter service when requested by groups and individuals.
    - i. Coordinate bus driver housing and flight schedules when needed.
- 3. Assume responsibility for general care of participants and staff**
  - a. Secure adequate housing for participants or verify with partners this has been arraigned.
  - b. Plan and organize meals during all mission trips
    - i. Coordinate purchase of food
    - ii. Assign food prep responsibilities
    - iii. Contract additional cooking staff when needed

- c. Maintain sufficient first aid supplies
- d. Maintain sufficient cleaning supplies
- 4. Assist in securing additional funding sources to support the work of the Inner-City ministry.**
  - a. These sources can include but are not limited to
    - i. Church support of specific areas of ministry or projects
    - ii. Individual support of specific areas of ministry or projects
    - iii. Grants for general and/or project based needs
    - iv. Non-cash donations such as assets, tools, materials, etc.. that can help offset or enhance project or operating expenses
- 5. Assume responsibility record keeping**
  - a. Secure all participant forms and releases and keep secure.
  - b. Keep in regular contact with trip leaders keeping them informed of there responsibilities in trip prep.
  - c. Inform Project Manager or person filling that role of projects being undertaken 2 weeks prior to group arrival.
- 6. Field Relations**
  - a. Regularly communicate with partners to keep relationship fluid and open.
  - b. Plan/schedule events that involve our Participants with the people and culture they are their to serve.
    - i. Church functions
    - ii. Outreach ministry
    - iii. Community interaction
- 7. 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

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### **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 pre-trip 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 the Project Manager, Financial Director, Development team and the Director.
  - 7. Director has been adequately informed of bookings and hurdles.
  - 8. Responsibilities and duties have been carried out in accordance with policies and procedures.
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## 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 project 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

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### Physical Activities and Requirements of This Position

<b>Finger dexterity:</b>	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
<b>Talking:</b>	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.
<b>Average hearing:</b>	able to hear average or normal conversations and receive ordinary information.
<b>Average visual abilities:</b>	average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>Physical strength:</b>	Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects
<b>Working conditions</b>	
<b>None:</b>	Both in and outdoor working environments.

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### Mental activities and requirements of this position

<b>Reasoning ability:</b>	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.
<b>Mathematics ability:</b>	Ability to use construction calculator, do basic math, able to do measurement conversions.
<b>Language ability:</b>	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.

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### **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.*