

JOB DESCRIPTION

TITLE: Chicago Associate City Director
ACCOUNTABLE TO: Chicago City Director

Date: 3/12/10

PRIMARY OBJECTIVE(S) OF POSITION

To assist the city director to lead and grow the CSM site order for CSM to fulfill our corporate mission of “providing students and adults with an effective urban ministry experience that transforms lives, influences local churches and honors Christ.”

PRIMARY TASK

- Scheduling
 - Schedule mission groups at ministry sites and restaurants
 - Communicate schedules and details to leaders of serving groups
 - Use “Scheduler Builder” to create and edit all mission trip schedules

ADDITIONAL KEY TASKS

- Ministry Sites
 - Maintain and develop relationships with ministry sites and ethnic restaurants
 - Deepen relationship with present ministry sites by visiting and volunteering regularly during slow times.
 - Be the liaisons between the ministry sites and serving groups.
- Hosting Groups
 - Orienting them to the city and CSM rules and guidelines
 - Framing each ministry site, restaurant and activity
 - Guiding them to each site and restaurant
 - Facilitating their entire schedule and leading evening discussions and debriefs to help them process their experiences
 - Follow accounting procedures for money handling
- Seasonal Staff
 - Assist in Training and Supervising seasonal staff
 - Share weekly site visits with City Director for seasonal staff
 - Engage in mediation of conflict, when needed
 - Assist in the recruitment of seasonal staff
 - Explain and Advise weekly schedules to seasonal staff
 - Be available to seasonal staff during on-call hours
- Miscellaneous Tasks
 - Assist to maintain appropriate written materials for the CSM Site, i.e. maps, prayer tour, devotionals, rules, etc.
 - Assist with previsit trips for group leaders, when needed.

KEY SKILLS AND REQUIREMENTS

- Strong administrative, supervision and organizational skills
- High level of problem solving and scheduling skills
- Enjoys working with suburban and rural youth
- Awareness of cultural differences within the Church and passion to relate cross-culturally
- Has a passion for missions, particularly in an urban setting
- Is independent and a self starter (but can work on a team)
- Has leadership experience
- Loves Jesus and want to serve Him

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Maturity in relationship with Christ.
2. Training in people and systems management.
3. Training in Computer and internet programs.

ORGANIZATIONAL RESPONSIBILITY

1. All employees are expected to be in alignment with and contribute to the mission of CSM
 - a. SERVICE: We strive to glorify God by serving with excellence our city staff, city ministry partners and student groups.
 - b. LEADERSHIP: We take responsibility for performing our duties with excellence and for initiating ways to improve the service we provide.
 - c. TEAMWORK: We practice mutual cooperation and communication both within and outside of our team in order to accomplish our common mission.
 - d. INTEGRITY: We are committed to honest practices, communication and relationships that honor Jesus Christ and one another.
 - e. LEARNING: We view learning as an ongoing process and seek opportunities to improve ourselves both personally and professionally.
2. All employees are expected to demonstrate the following characteristics:
 - a. Cooperate with others when in a team environment
 - b. Accept direction from supervisors
 - c. Follow work rules and procedures
 - d. Punctual and consistent attendance
 - e. Accept constructive criticism

PHYSICAL REQUIREMENTS and OTHER EXPECTATIONS

1. Able to travel when necessary.
2. Able to provide articulate verbal presentations to large groups.
3. Be available for other duties as requested from the city director.
4. Able to work evenings and weekends when necessary.
5. Have a reliable car for regular use for work tasks.

To give you a good idea of what your average summer weekday schedule may look like with CSM, here is a sample schedule:

Sunday		Morning Off
	1-2pm	Preparation for the week
	2-3pm	Directors Meeting
	3-5pm	Staff Meeting with City Hosts
	5-7pm	Groups Arrive/Leaders Meetings
	7:30pm	On-call
Monday	9am-5pm	Office work (return phone calls, email, begin to prepare schedules for next week, etc)
	5pm	On-call
Tuesday	7-8:30am	Staff Breakfast
	9am-5pm	Office work (see above), site visits with City Hosts
	5pm	Night off
Wednesday	7:30-8am	Staff Prayer (only every third week)
	9am-3pm	Office work, re-confirm ministry sites for next week, produce schedules for next week, site visits
	3-5pm	Directors Meeting
	5pm	Night off
Thursday	10am-4pm	Office work, deliver restaurant reservations
	4-10pm	Worship Night, Staff Gathering
Friday	9am-5pm	Office work, manage hosts who aren't hosting, deliver restaurant reservations, create site visit grid
	5pm	On-call
Saturday		DAY OFF