



JOB DESCRIPTION

TITLE: Associate City Director

ACCOUNTABLE TO: City Director

POSITION TYPE: Part Time

PRIMARY OBJECTIVE(S) OF POSITION

To assist the City Director to lead and grow the CSM site, in 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.”

KEY TASKS

- Scheduling
 - Schedule volunteer groups at community partners and restaurants
 - Communicate schedules and details to leaders of serving groups
 - Use “Scheduler Builder” to create and edit all mission trip schedules
- Community Partners
 - Maintain and develop relationships with community and restaurant partners
 - Deepen relationship with current partners by visiting and volunteering regularly during slow times.
 - Be the liaison between the community partners 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/Apprentice(s)
 - Assist in training and supervising of seasonal staff and Apprentices
 - Share weekly site visits with City Director for seasonal staff and Apprentice(s)
 - Engage in mediation of conflict, when needed
 - Assist in the recruitment of seasonal staff and Apprentices
 - 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.
 - Assists in food and supplies shopping for the CSM site.
 - Conduct pre-trip meetings for group leaders, when needed.

KEY SKILLS AND REQUIREMENTS

- Enjoys working with youth from rural, suburban and urban contexts
- 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 wants to serve Him
- Good administrative, supervision and organizational skills
- High level of problem solving skill



- Experience living and working in a city a plus!

EDUCATION AND EXPERIENCE REQUIREMENTS

- Maturity in relationship with Christ.
- Training in people and systems management.
- 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.