



## Job Description

TITLE: City Director  
POSITION TYPE: Full-time

ACCOUNTABLE TO: President/CEO

### **PRIMARY OBJECTIVE(S) OF POSITION**

To lead and grow the city 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**

- Serving Groups
  - Primary contact for serving group leaders prior to arrival
  - Communicate trip expectations to leaders of serving groups
  - Schedule and ensure all pre-visits are completed with main leaders of serving groups
  - Fill out and submit all paperwork related to the serving groups
  - Handle any conflicts or problems involving serving groups
  - Submit monthly accounting receipts & statements to Home Office
- Ministry Sites
  - Maintain and develop relationships with ministry sites and global restaurants
  - Deepen relationship with present ministry sites by visiting and regularly communicating with site contacts
  - Be the liaison between the ministry sites and groups
- Associate Director
  - Direct Supervisor for Associate Director
  - Conduct monthly meeting with Associate Director to review and plan goals and strategies
  - Oversee service groups schedules produced by Associate Director
- Seasonal Staff (Apprentices and City Hosts)
  - Train and supervise seasonal staff
  - Share weekly site visits with Associate City Director for seasonal staff
  - Engage in mediation of conflict, when needed
  - Recruit and interview seasonal staff applicants
  - Explain and advise serving group information to seasonal staff
  - Be available to seasonal staff during on-call hours
- 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

*To provide an effective urban  
ministry experience that transforms  
lives, influences churches and  
communities, and honors Christ.*



- Housing Partners
  - Primary contact for Housing Partners
  - Maintain clear communication with housing partner regarding schedules and housing site repairs
  - Negotiate lease
- Miscellaneous Tasks
  - Assist to maintain appropriate written materials for the CSM Site, i.e. maps, prayer tour, devotionals, rules, etc.
  - Occasionally represent CSM at local conferences and venues (some travel may be required)
  - Plan/initiate staff development and team building activities
  - Plan and execute a fundraising strategy to reach personal fundraising goal

### 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 want 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 Leadership Team (President, Director of Operations, and Director of Communications).