

South Central Jurisdiction

Director of United Methodist Volunteers in Mission & Disaster Response

Job Description

Purpose

To equip the Conferences within the South Central Jurisdiction to develop disciples of Jesus Christ for the transformation of the world through mission service.

Working Relationships

Work closely with the Director and Associate Director of the South Central Jurisdiction and the SCJ Mission Council.

Connect regularly with the UMVIM & Disaster Coordinators of the South Central Jurisdiction.

Maintain Relationships with other Jurisdictional Mission Coordinators and Global Ministries Mission Volunteer office and UMCOR.

Accountability and Evaluation

All staff members report to the Director and Associate Director of the South Central Jurisdiction as Well as the Mission Council. There will be an annual evaluation based on the job description.

Compensation

The Director and Associate Director of the SCJ, within the parameters set by the Mission Council, will determine the compensation annually. Individual health insurance and pension are provided for full-time employees. Information about vacation, holidays, etc. is available in the SCJ Employee Policy statement.

Work Schedule and Hours

The SCJ Director of UMVIM & Disaster Response is considered full-time. Out of office time should be arranged in consultation with the Director and Associate Director of the SCJ.

Objectives/Duties

Train and mentor local Conference UMVIM and Disaster Coordinators, and offer support for training and promotion within their local Conference as needed.

Act as a liaison between local Conference UMVIM & Disaster Coordinators and Global Ministries. Maintain relationships with Global Ministries Mission Volunteer and United Methodist Committee On Relief (UMCOR) offices.

Organize yearly meetings and learning opportunities for the UMVIM & Disaster Coordinators of the South Central Jurisdiction. Maintain quarterly virtual connections with UMVIM and Disaster Coordinators of the SCJ.

Participate in yearly meetings with the other Jurisdictional Coordinators as organized through Global Ministries Mission Volunteer office.

Organize and promote mission education opportunities within the SCJ.

Participate in National UMC Gatherings for the purpose of promoting UMVIM & Disaster Response.

Be knowledgeable United Methodist Volunteers in Mission Service Opportunities in the South Central Jurisdiction (SCJ), throughout the U.S.A., and internationally. Within the SCJ, review applications for new project sites, maintain regular communication with existing project sites to determine status/needs, and promote opportunities within the South Central Jurisdiction.

Serve as a resource to local Conferences wishing to develop, improve and/or evaluate mission programs. Assist local contacts in developing an understanding of how God is calling them to serve, and connecting them with opportunities to do so.

Develop presentations, workshops, and courses around the topics of leadership, mission service, poverty alleviation, social justice, evangelism, partnership development (including cross-cultural), etc. to share throughout the SCJ.

Use appropriate media channels to promote mission. Maintain and implement knowledge of current/new technologies in the promotion of mission in the SCJ. Maintain the SCJ Social Media presence and the UMVIM & Disaster pages of the SCJ website.

Take part in continued learning and education opportunities that further equip you as a mission resource.

Track mission team activity of the South Central Jurisdiction. Collect statistics local Conference UMVIM & Disaster Coordinators. Provide End of Year Reports using these statistics to Global Ministries Mission Volunteer Office and the local Conferences of the SCJ.

Provide monthly budget reports to the Director and Associate Director of the South Central Jurisdiction.

Provide yearly budgets and reports of personal effort, and fruits of those efforts, made to implement the objectives and duties to the SCJ Mission Council and Global Ministries Mission Volunteers Office.

Perform other related duties as necessary.