

# South Central Jurisdiction Staff Description

(November 1, 2011 updated August 15, 2024)

**Title:** South Central Jurisdiction Director of UMVIM and Disaster Response (DR)

## **General Position Description:**

The incumbent is responsible for the administration and coordination of the functions of the United Methodist Volunteers in Mission (UMVIM) agency as well as the Conference Disaster Response Coordinators within the South Central Jurisdiction. The incumbent is the jurisdiction's principal liaison with the General Board of Global Ministries regarding Volunteers in Mission matters, and with the United Methodist Committee on Relief regarding disaster response matters. The incumbent is responsible for cultivating contacts within GBGM, agencies in the United States, annual conferences, missionaries, volunteers, and church leaders worldwide to develop UMVIM opportunities for the jurisdiction's UMVIM teams and coordinate Disaster Response requests with ERT teams and UMCOR. This is a salaried, part-time position, averaging around 15-20 hours a week. Anticipated pay range of \$15,000-\$20,000.

## **Reporting Relationships:**

- The South Central Jurisdiction UMVIM/DR Director reports to the SCJ Mission Council, through its Executive Director.
- The South Central UMVIM/DR Director also reports to the General Board of Global Ministries through its Mission Volunteers and The United Methodist Committee on Relief through its Conference Disaster Response Coordinators.
- The South Central UMVIM/DR Director provides direction and guidance to the Conference UMVIM Coordinators and the Conference Disaster Response Coordinators in each of the Annual Conferences comprising the South Central Jurisdiction.

## Duties and Responsibilities of the Position

### **Administration:**

- Develop and administer the South Central Jurisdiction's UMVIM agency and its programs.
- Develop and administer the South Central Jurisdiction's CDRC agency and its programs.
- Review the jurisdiction's quadrennial statements to identify and adjust long and short-term UMVIM and Disaster Response goals.
- Develop and maintain the jurisdiction's presence on the SCJ and UMVIM websites, updating at least biweekly.
- Develop and publish Connections, the jurisdiction's UMVIM newsletter—at least bi-monthly. Publish current and archived copies of Connections on the SCJ & UMVIM website.
- Direct the day-to-day operation of the UMVIM office of coordination and the office of Disaster Response, including professional and timely communications and correspondence via telephone, mail, email, voice, and video. Respond to inquiries concerning mission needs, mission opportunities, and matching of individual/team talents.
- Maintain current and thorough knowledge of UMVIM programs and projects.
- Track insurance as sold through the jurisdiction and process all approvals.
- Assist in the exchange of volunteers across Conference and Jurisdiction boundaries.

- Manage the UMVIM/DR office of coordination's annual budget. Decide on appropriate disbursements to achieve goals and responsibilities of the office. Provide timely receipts and documentation of expenditures, and budget tracking records, to the Executive Director.

### **Education, Development and Promotion:**

- Plan and chair the quarterly Conference Coordinator, VIM and Disaster Response meetings—to integrate new GBGM policies and procedures into the jurisdiction, and to exchange best practices between the annual conferences.
- Attend the semi-annual meetings of the UMVIM Jurisdictional Coordinators, to ensure close coordination with the other four jurisdictions and the Mission Volunteers and Disaster Response offices of GBGM.
- Develop and distribute educational materials, including brochures and project listings.
- Develop and promote programs or avenues of fund-raising to support the UMVIM office of coordination, including use of Advance Specials project codes for UMVIM. Justify the UMVIM SCJ Advance Special Project status, as requested annually by GBGM.
- Promote, encourage, assist and help conduct conference UMVIM recognition events for UMVIM teams and Disaster Response teams.
- Promote and assist with implementing UMVIM Awareness Sunday—disseminating available mission materials.
- Promote special programs and initiatives of GBGM Mission Volunteers, the United Methodist Committee on Relief (UMCOR), and the South Central Jurisdiction: Individual Volunteers, Primitimers, Nomads, Ubuntu Explorers, Justice For Our Neighbors, UMCOR Depots at Sager Brown and Salt Lake City, Methodist Border Friendship Commission, UM Army, Global Health Volunteers, and others.

### **Relationships:**

- Cultivate contacts with the General Board of Global Ministries, agencies in the United States, annual conferences, missionaries, individual Volunteers and church leaders around the world to develop UMVIM opportunities for the jurisdiction's UMVIM teams.
- Coordinate with the Executive Secretaries of GBGM Mission Contexts and Relationships, as resources when working with various Methodist churches located outside the United States.
- Coordinate efforts with the Conference Secretaries of Global Ministries in the promotion and interpretation of missions.

### **Training:**

- Serve as a resource person to Conference UMVIM and Conference Disaster Response Coordinators, keeping them informed of emerging needs and opportunities. Offer training for new conference coordinators
- Utilize and promote the use of GBGM's Training Manual for UMVIM Mission Teams and A Mission Journey: A Handbook for Mission Volunteers
- Promote, encourage, assist, and conduct conference UMVIM training events for team leaders. Train UMVIM team leaders regarding risk management and promote using UMVIM insurance.
- Promote, encourage, assist, and conduct conference Disaster Response training events for team leaders.
- Serve as an instructor for as many volunteer training sessions held within the jurisdiction as possible.

### **Reporting:**

- Maintain a summary of volunteers who serve from the jurisdiction, reporting this annually to GBGM, formatted for inclusion in the national Mission Volunteers database.

- Summarize the jurisdiction's UMVIM/DR activities, accomplishments and challenges—via quarterly activity reports to the Executive Director, annual reports to the jurisdiction's Mission Council, and annual reports and statistics to GBGM.

**Travel:**

- Conduct site visits and other research to recommend domestic and international sites for jurisdiction UMVIM teams and Disaster Response deployment needs.
- Offer to serve as speaker to churches and groups, promoting UMVIM and Disaster Response participation.
- Attend Consultations, especially those within the South Central Jurisdiction, as budget and time allows.
- As invited, attend Annual Conference sessions—to promote and raise awareness of UMVIM and Disaster Recovery opportunities.
- Attend South Central Jurisdiction's Mission Council meetings as an ex-facto (non-voting) member, to provide input, and to coordinate UMVIM/DR direction with Mission Council objectives and priorities.