



<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): GROUPS and VOLUNTEERS DIRECTOR	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Associate Executive Director	
<b>Immediate Subordinates:</b> Full-time: 1 Part-time/Temps (up to 24 hrs/wk): 1-2; as needed Work Study Students: 1-2 Volunteers: as available	
<b>Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2017
	<b>Date Last Revised:</b> August 2021
<b>Hours Per week:</b> Full-time. Schedule fluctuates depending on time of year with busy seasons during spring (late Feb-late March) and summer (June through early August). Includes some evenings and weekends, though those responsibilities can be rotated with other staff.	
<b>General Summary:</b> Mission Waco hosts visiting work groups (children, youth, college, adults) who either come for one-day projects or stay in the dorm for multi-night "work weeks". Groups come from local churches, schools, businesses and organizations. Our program goal is to "mobilize" or equip these groups to grow in their desire for, and practice of, a compassionate response in the name of Jesus to the needs of the poor in their lives and churches. This is done through the venue of service projects, relational encounters, and learning opportunities.	
<b>Critical Functions and Responsibilities</b>	
1. <b>COMMUNICATION:</b> Speaking in large and small group settings; writing content for websites, social media, letters, emails to engage groups to respond or to convey info to groups. Clear communication with groups staff, and also maintenance staff as relates to group projects at MWMW. Follow-up on interest inquiries from groups in timely manner.	
2. <b>EQUIPPING:</b> Thinking through the various ways the programs and mission of MWMW can be a catalyst for growing Christian disciples; reviewing current methods and revising or planning new ways to connect. Talk about why various projects or activities connect with mission statement of Mission Waco Mission World. And when appropriate, engaging with group members about how those initiatives might connect back in their local setting.	
3. <b>LOGISTICS:</b> Manage the many details needed for hosting groups, as we want to be good stewards of people's time, project supplies, etc. (Lodging is typically in MWMW buildings; most meals catered by World Cup Café or other area restaurants; service projects are typically at MWMW properties or other locations in the community; connecting with community partners for Street Camps and low-income nursing home service projects; ordering supplies.) Ensure proper payment is received from groups (as applicable) in timely manner.	

*The functions and responsibilities contained in this Position Description are not all inclusive.  
 Other duties and requirements may be assigned at any time.*

4. TEAM: Recruit, hire, train and motivate a team of helpers including part-time/temp staff, work-study students, volunteers who will assist in hosting groups.	
5. VOLUNTEERS: Supervise Volunteers Coordinator. Learn CERVIS software volunteer management system, and support its use throughout MWMW for day-to-day volunteer mgmt.	
<b>Additional Functions and Responsibilities</b>	
1. Assist in other mobilizing activities, such as speaking at churches or other settings as assigned by Executive Director, or leading (training provided) tours for MWMW.	
2. Generally will be the main point-of-contact when groups are in town, including some "on-call" for building emergencies that involve the lodging for groups.	
3. As needed based on availability of other groups staff: Prepare for group projects or details, which involves purchasing or moving supplies to various sites, picking up/delivering food, clean up, etc.	
4. Participate in MWMW's training in Giant Worldwide leadership development skills. On occasion, may lead some leadership development content with staff or volunteers.	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Familiarity with or aptitude/interest to learn about Christian Community Development principles and goals as well as Mission Waco Mission World's mission statement. 2. Aptitude for flexible and varying assignments.	<b>Skills and knowledge preferred:</b> 1. Knowledge of or familiarity with light maintenance, cleaning, yard work, and construction skills. 2. Graphic design aptitude for making flyers, handouts, etc.
<b>Minimum previous experience required:</b> 1. Has some experience with hard work or manual labor, and has developed a good work ethic.	<b>Previous experience preferred:</b> 1. Experience in troubleshooting. 2. Experience in pulling a utility trailer behind a truck. 3. Experience in living in a culture different from the applicant's own culture (i.e. international, socio-economic, etc) 4. Youth pastor and/or leading work project trips
<b>Minimum education required:</b> College graduate.	<b>Education preferred:</b> Seminary or equivalent experience preferred.
<b>Minimum communication skills required:</b> 1. Ability to lead, instruct, motivate and teach in large and small group settings as needed. 2. Ability to adjust communication style as needed depending on age of volunteers/groups (kids, youth, adults)	<b>Communication skills preferred:</b> 1. Ability to understand and communicate with groups about how activities connect with social justice, theology, Christian community development.
<b>Special training, certification or licensing required:</b> 1. Food handler's (or willing to get it if needed)	
<b>Behavioral, emotional, mental requirements:</b> 1. Emotionally mature to work with wide variety of people, ages, maturity levels. 2. Good attitude when under stress.	
<b>Other requirements or preferences:</b> 1. Mature Christian required. 2. Life call to serve the poor and marginalized preferred. 3. If 21 years of age or older: If valid driver's license and no more than 1 moving violation in past three years, then able to drive MWMW vehicles.	

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4. Let us know if you have any belay experience, as we do have a climbing wall.

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