



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): SEASONAL-PART-TIME PROGRAM STAFF - GROUPS	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Groups Coordinator; Associate Executive Director	
Immediate Subordinates: Volunteers	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2007
	Date Last Revised: March 2025
<p>Hours Per week: Part-time (up to 29 hrs/wk); seasonal; as needed. Occasional 30+ hrs/wk or overtime may be approved during busy seasons.</p> <p>Varies depending on need from Mission Waco and availability of the staff member(s). Schedule will vary depending on group schedules -- weekday, weeknights, weekends. Some are one-day or part-day events throughout the year. Others are multi-day -- generally during February, March, late May, June, July, early August. More than one person may be hired to cover needs.</p>	
<p>General Summary: Mission Waco hosts visiting volunteer groups of all ages who either come for one-day projects or stay in the dorm for "work weeks". Our program goal is to mobilize these groups to become more compassionately involved with people experiencing poverty. This is done through service projects, relational encounters, and learning opportunities.</p>	
Critical Functions and Responsibilities	
1. Be relational! Good, clear communication with visiting groups. Including being willing to 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.	
2. Be punctual and reliable.	
3. Be a helpful team member. There are many details that go in to hosting groups, so everyone on the team will need to be flexible and willing to help where needed.	
4. Manage risk at service opportunities. Communicate expectations and rules to volunteers. Address risky or dangerous behaviors in real time to prevent injury or harm.	
Additional Functions and Responsibilities	
1. May be assigned to help prepare for group projects or details, which involves purchasing or moving supplies to various sites, picking up/delivering food, clean up, etc.	
2. Assist/ manage volunteers at service projects and/or kid's camps.	

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

Requirements/Preferences	
Minimum skills and knowledge required: 1. Willing to learn about Christian community development principles and goals as well as Mission Waco Mission World's mission statement. 2. Aptitude for filling in flexible and varying assignments.	Skills and knowledge preferred: 1. Knowledge of or familiarity with light maintenance, cleaning, yard work, and construction skills. 2. Experience working with children/ youth.
Minimum previous experience required: 1. Has some experience with hard work or manual labor, and has developed a good work ethic.	Previous experience preferred: 1. Experience in troubleshooting. 2. Experience in pulling a utility trailer behind a truck.
Minimum education required: High School graduate.	Education preferred: Some college or degree preferred.
Minimum communication skills required: 1. Ability to lead, instruct, motivate and teach group as needed. 2. Ability to adjust communication style as needed depending on age of volunteers/groups (kids, youth, adults)	Communication skills preferred: 1. Ability to understand and communicate with groups about how activities connect with social justice, theology, Christian community development.
Special training, certification or licensing required: 1. Food handler's (or willing to get it if needed)	
Behavioral, emotional, mental requirements: 1. Emotionally mature to work with wide variety of people, ages, maturity levels. 2. Good attitude when under stress.	
Other requirements or preferences: 1. Mature Christian preferred. 2. Life call to serve the poor and marginalized preferred. 3. If 21 years of age or older, able to drive MWMW vehicles, If valid driver's license and no more than 1 moving violation in past three years 4. Physically able to lift 30-60 pounds. 5. Willing/able to work outside in the heat.	

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