

# *CrossRoads Missions*

## **Appalachia Group and Community Care Coordinator**

Position Title: Appalachia Group and Community Care Coordinator  
Classification: Full-Time

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### **Reporting Relationships**

Position Reports to: Appalachia Field Coordinator  
Positions Supervised: Interns and participants aiding in group and community care.

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### **Position Purpose**

Oversee the daily life needs of both participants and full time staff. Oversee effective forms of outreach to the community by the participants. This oversight includes but is not limited to providing three meals a day to participants and staff. Keeping facilities stocked with all items for personal hygiene and safety. Keep an updated list of donations on the web site that groups can bring to help cover cost in feeding and caring for groups. Develop a cost effective menu. Make sure that all safety items such as smoke alarms, extinguishers etc.... are present and in working order. Make sure that all field teams have necessary safety items, food and water as they go out to work in the communities. Make sure that facilities are kept clean, safe, and that they are sufficiently outfitted to enhance the ministry of the participants and staff. Support other staff in effectively reaching out to the community at large.

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### **Essential Functions and Basic Duties**

- 1. Direct group and community care to locals and participants in Appalachia.**
  - a. Maintain a sufficient inventory of goods to care for staff and participants.
  - b. Maintain materials and goods necessary to aid in community care.
- 2. Kitchen and Facilities oversight.**
  - a. Set up and maintain a working kitchen for group and staff feeding.
  - b. Make sure that First aid and safety equipment are stocked and in working order.
    - i. Fire Extinguishers
    - ii. Smoke detectors in working order
    - iii. First aid supplies in all trailers, trucks and housing facilities
- 3. Responsible for recruiting and oversight of kitchen/cleaning staff.**
  - a. Mobilize the participants into units that will assist in cleaning, cooking and other basic group care jobs.
  - b. Provide necessary instructions so that units can be successful at their assignments.
  - c. Make sure that necessary supplies, utensils and foods are available.
- 4. Responsible for staying within budget for group and community care.**
  - a. Develop cost effective menu and outreach, that falls within the limitations of the budget you are given.

- b. Maintain records of recorded purchases.

**5. Community Outreach**

- a. Through goods that are available through donation develop a way to have a meaningful impact in the lives of people in the community.
- b. Connect churches and families together as opportunity permit.
- c. Keep a running list of all families served and make that list available for further ministry by both local churches and CrossRoads Missions.
- d. Plan/schedule events that involve our Participants with the people and local culture.

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**Performance Measurements**

- 1. Reach outreach objectives for your field as determined by your field.
- 2. Group satisfaction on end of trip surveys regarding housing, outreach and food.
- 3. Effectively communicated outreach's role in service to the community, and able to explain our ministries objectives.
- 4. Provided an encouraging, service minded and worshipful environment in which to serve.
- 5. Good communication with the Appalachia Field Coordinator.
- 6. Appalachia Field Coordinator has been adequately informed of logistics and hurdles.
- 7. Responsibilities and duties have been carried out in accordance with policies and procedures.

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**Qualifications**

- Education/Certification: College Graduate or Equivalent
- Required Knowledge: Working knowledge of Scripture and comfortable with sharing ones faith  
Must be capable of instructing others
- Experience Required: Must have had experience in leading ministry teams.
- Skills/Abilities: Attentive to detail and accurate  
Background in food service  
Well organized  
Cooperative and willing to assist and train others  
Able to use computer  
CDL Certifiable

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**Physical Activities and Requirements of This Position**

<b>Finger dexterity:</b>	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
<b>Talking:</b>	Applicant must be able to effectively communicate the mission and purpose of CrossRoads. Applicant must be able to effectively communicate where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
<b>Average hearing:</b>	able to hear average or normal conversations and receive ordinary information.
<b>Average visual abilities:</b>	average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>Physical strength:</b>	Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects.
<b>Working Conditions:</b>	Both in and outdoor working environments.

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**Mental activities and requirements of this position**

<b>Reasoning ability:</b>	Must be able to apply logical or scientific thinking to a wide range of intellectual and practical problems. Applicant must be able to deal with very difficult concepts and complex variables.
<b>Language ability:</b>	Ability to read and comprehend at a collegiate level. Must be able to communicate effectively with others, and should be patient with individuals with a different language background.

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**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*