

# *CrossRoads Missions*

## **Field Coordinator**

Position Title: Field Coordinator – Inner City  
Classification: Full-Time  
Funding of Position: 100% of support must be raised.

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### **Reporting Relationships**

Position Reports to: Inner City Field Director  
Positions Supervised: Staff, Interns, Volunteers

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### **Position Purpose**

Provide consistent and effective management of participants and interns serving alongside CrossRoads in the Inner City of Louisville. Coordinate the planning, booking and scheduling of participants serving with CrossRoads. To manage and sustain a safe, organized, comfortable, and worship conducive environment wherever our participants and staff serve. To assist in unifying the participants and staff with the ministries with whom we serve. Continually evaluate and modify our ministries presence in the Louisville community.

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

- 1. Assume responsibility Scheduling Mission Trips**
  - a. Coordinate and Maintain trip dates of at least 12 months in advance
  - b. Actively recruit participants both individually and groups.
    - i. Telephone recruiting
    - ii. Promotional material mailings
    - iii. Convention and retreat follow up
    - iv. Contacting previous participants and groups
  - c. Keep individuals and trip leaders informed of all pertinent information
  - d. Update automated email information through Director of Operations as necessary
  - e. Adhere to Scheduling protocols to insure quality.
  - f. Provide the Field Director a list of volunteer groups, trip leader names and relevant contact information for each participating team at least 2 weeks prior to arrival
  - g. Provide the Field Minister a list of volunteer groups, trip leader names and relevant contact information for each participating team at the end of each week.
  - h. Recruit participants
- 2. General Duties**
  - a. Provide constant information for proper web updates to the Director of Operation, at a minimum – monthly

- b. Review all costs related to feeding staff and interns.
  - c. Assist with recruitment of interns for field service in Louisville – provide all application and follow up data – serve as contact for interns pre arrival in the field.
  - d. Maintain at least a weekly scheduled meeting with Field Director and Director of Ministry – so that you are informed with proper information to pass along to scheduling teams
  - e. Participate/lead assigned meetings and gatherings
- 3. Assume responsibility record keeping**
- a. Receipt collection and mailing to home office weekly
  - b. Secure all participant forms and keep secure.
    - i. Periodically send to director of Operations for digital archival and physical destruction
  - c. Keep in regular contact with trip leaders keeping them informed of their responsibilities in trip prep.
- 4. Assume responsibility for general care of participants and staff**
- a. Recruit/Coordinate volunteer cooking staff
  - b. Train Volunteer cooking staff
  - c. Ensure adequate housing for participants.
  - d. Plan and organize meals during all mission trips
    - i. Coordinate purchase of food
    - ii. Assign food prep responsibilities
    - iii. Contract additional cooking staff when needed
  - e. Maintain sufficient first aid supplies
  - f. Maintain sufficient cleaning supplies

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### **Performance Measurements**

1. Documentation, permits, records, and reports are prepared, maintained and recorded accurately in a timely manner.
2. Effectively communicated the projects role in service to the community, and able to explain our ministries objectives
3. Provided an encouraging, service minded and worshipful environment in which to serve.
4. Projects are progressing at an acceptable rate.
5. Timeframes for projects are being adhered to.
6. Good communication with the Field Coordinator, Financial Director, Development team and the Director.
7. Director has been adequately informed of project progress and hurdles.
8. 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: sharing ones faith	Working knowledge of Scripture and comfortable with Must be capable of instructing others
Experience Required:	Must have had experience in project/people management Must have strong organizational skills
Skills/Abilities:	Attentive to detail and accurate Well organized Cooperative and willing to assist and train others Cooking Competent in use of 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 in situations when 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>	<b>None:</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>Mathematics ability:</b>	Ability to use calculator, do basic math, able to do measurement conversions.
<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.*