

Coordinator, Urban Immersion Service Retreats

The Greater Minneapolis Council of Churches seeks an energetic, committed individual to coordinate a faith-based service-learning program, primarily serving Jr and Sr high students. Candidate must have a strong understanding of the root causes of poverty and how the faith community can respond through service and advocacy. Experience working with youth preferred. B.A. or equivalent in related field required. Experience, competency, and sensitivity working with diverse races, cultures, and economic backgrounds is valued. Job includes significant evening and weekend hours. 28 hours/week starting salary DOQ. Send letter and resume by Monday June 21 to: mmua@gmcc.org. More info at www.gmcc.org/employment.php.

JOB DESCRIPTION

Greater Minneapolis Council of Churches

POSITION

Coordinator, Urban Immersion Service Retreats

GENERAL DESCRIPTION OF THE POSITION

The purpose of the Urban Immersion Service Retreat program of the Greater Minneapolis Council of Churches is to provide intentional service-learning opportunities for congregations and faith-groups interested in exploring service from a faith perspective. Urban Immersion Service Retreats combine education about issues of poverty and the Christian call to service with community-based service experiences, in an effort to encourage congregations to be involved in serving others and seeking social justice.

RESPONSIBILITIES

1. Develop and implement strategies designed to achieve the outcomes and goals set for the Urban Immersion Service Retreat program.
2. Recruit congregations to participate in Urban Immersion Service Retreats, using multiple strategies.
3. Work with partner agencies to provide successful volunteer experiences for UISR participants.
4. Develop and maintain an inventory of service projects appropriate for a wide range of potential volunteer groups.
5. Work closely with congregations or faith groups to design, plan and implement volunteer experiences in the community, providing coordination and direction as needed.
6. Work with congregations or faith groups to prepare volunteers for successful and effective service which is respectful of all parties involved.
7. Develop curriculum, simulations, activities, and other appropriate education resources that will be used to train volunteers.
8. Monitor volunteer activities in order to ensure a safe, high quality event that provides meaningful work for volunteers, while ensuring appropriate on site supervision.
9. Provide opportunities for congregations and agencies to reflect on their experience, to understand it in the larger context, and to advocate on the behalf of the people they serve.

10. Gather data from congregations and agencies to document outcomes and results from the retreats.
11. Nurture ongoing partnerships between congregations and agencies.
12. Interpret the mission of Urban Immersion Service Retreats to the wider community.
13. Other duties as assigned by the Associate Director, Urban Immersion Service Retreats.

QUALIFICATIONS

1. Education and Training

- A. B.A. or equivalent is required.
- B. Educational background in human services, education, theology, or community organizing is preferred.
- C. Specific training in volunteer management or coordination is valued.

2. Experience

- A. Demonstrated experience as a volunteer in a human service setting, with a preference for volunteer experience in a congregational setting.
- B. Coordination and supervision of volunteers or volunteer groups, to include those involved in service to agencies working with children, youth or families affected by poverty is strongly preferred.
- C. Demonstrated ability to work with junior and senior high aged students.

3. Demonstrated Abilities

- A. Ability to carefully monitor the work of volunteers, to ensure quality and to maintain a safe working environment. Ability to attend to detail is important.
- B. Ability to teach task related skills to volunteers.
- C. Ability to relate well to diverse religious communities, including working well with leadership, laity, clergy and professional staff.
- D. Ability to relate well with persons with low income, as well as the leaders of organizations committed to serving the poor.
- E. Strong oral and written communication skills, to include the ability to interpret the mission of Congregations in Community to others.
- F. Computer skills, to include word processing or database management.
- G. Experience, competence and sensitivity in working with people of diverse races, cultures, and socioeconomic backgrounds is valued.
- H. Ability to sit for up to one hour at a time, stand for up to two hours, and occasionally lift up to 20 pounds
- I. A valid Minnesota driver's license and access to transportation required.

WORK RELATIONSHIPS

1. **Reports to:** Associate Director of Programs, Urban Immersion Service Retreats
2. **Supervises:** Not applicable
3. **Works with:** Other UISR Coordinators and interns

Salary and Benefits

This is a regular, part-time [28 hours per week], which includes vacation, sick leave, annuity, and other benefits as provided by the Personnel Policies of the Greater Minneapolis Council of Churches.

The Greater Minneapolis Council of Churches (GMCC) has a diverse work environment which we sought and desire. As such, we are an Affirmative Action/Equal Opportunity Employer.