



# Ministry Profile – Ministry Operations Director

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## Title

Ministry Operations Director

## Position Description

Overview: Alabama Rural Ministry (ARM): ARM is a ministry focused on developing servant leaders through home repair and community revitalization. Two main aspects include hosting home repair volunteer teams throughout the year and running summer mission site(s). The summer mission site hosts church youth groups for 7-8 weeks in Tuskegee. These youth groups either serve in home repair and/or minister with a children's day camp run by ARM. To run these summer mission sites, ARM recruits and trains college interns who serve for much of the summer months.

ARM hosts several local and non-local volunteer groups who serve families in need through home repair. ARM also leads a student group on the Auburn University campus dedicated to home repair projects. They meet two times during the month in the evening and serve typically one Saturday per month in home repair. Finally, ARM supports Disaster Recovery initiatives in Alabama and is coordinated through the United Methodist Committee on Relief with the United Methodist Church.

The Ministry Operations Director (MOD) reports directly to the Executive Director and oversees a team responsible for all aspects of ARM's events, volunteers, and mission team programs; to include recruitment of counselors, interns, and mission teams; planning and oversight for our mission hosting site and children's day camp; supervising and managing various interns and support staff supporting the mission teams; and planning/oversight of annual non-summer events. The MOD serves as a spiritual director developing and overseeing the various youth themes and biblical topics shaping our mission hosting site and home repair and mission priorities. A bulk of time is dedicated to ARM's summer mission hosting site(s).

ARM works with a combination of volunteer groups, churches, and organizations to accomplish home repairs and community revitalization programs. The MOD will work in coordination with these groups as part of the planning and execution of these programs and events. As part of this position, the MOD oversees various part-time employees, AmeriCorps/VISTAs, counselors, and interns whose responsibilities fall within their purview. The MOD integrates with other full-time and part-time staff members who also support the home repair and mission team functions of ARM. ARM also leads a



student group on the Auburn campus dedicated to home repair projects. They meet 2x during the month in the evening and serve typically one Saturday per month in home repair. Finally, ARM supports Disaster Recovery initiatives in Alabama.

S/he will represent ARM as a minister of the Gospel and maintain the highest degree of integrity, love, and moral character inside and outside of ARM in order to maintain a positive influence within our community.

## Primary Objectives

The Ministry Operations Director position exists to:

- To show Christian love and care to families in need of home repair and support community revitalization;
- Participate in the servant leadership development of ARM's home repair volunteers;
- Help families with extremely low incomes receive repairs or housing options that lead to a home that is warm, safe, dry, and beautiful;
- Lead a team that trains, equips, and supports mission volunteers, summer staff, and interns to expand ARM's capacity in home repair ministry and community revitalization.

## Logistics

**Compensation: \$43,000**

**Insurance:** 50% individual paid and full available-\$4320 value

**Benefits: IRA with match**

**Hiring Bonus: \$1000**

**Hours:** This is a salaried position with an average work week of 40-43 hours per week. During special events, this could become a 45-50 hour week. We give compensation time for additional hours. On occasion, weekend hours (Saturday) are required to assist with home repair service days. There are periodic overnight retreats and travel. During May-July, extensive work weeks occur due to the summer mission site and little vacation time is granted in the summer. Salaried employees are also eligible for 15 days of paid vacation time annually, as described fully in the Ministry Team Member Handbook.

## Culture and Values



ARM lives by culture and value statements that are critical for the success and chemistry of our team. These statements are attached as appendices to this document or found in the Ministry Team Member Handbook. All team members are expected to live into these culture and values statements.

## Major Areas of Responsibility

1. Serves as the lead planner for the ARM ministry priorities to include but not limited to the summer mission hosting site (s), MLK Weekend of Service events, mission volunteer Events, youth leadership events, family Christmas party, and monthly home repair service days. Additionally, the MOD will assist with planning and coordination for housing and fundraising events such as Lunch & Learns and the Annual No More Shacks Fundraiser.
2. Manages the recruitment of summer counselor staff for site leader, construction, and day camp positions. This may include online engagement, communications (paper or electronic), or attendance at various career fairs. During the year, the MOD will also oversee or assist with the recruitment of academic interns for various roles. Must recruit, train, and supervise seven summer staffers per mission site location each year to support the home repair ministry.
3. Manages the outreach and scheduling process for home repair mission teams throughout the year, including communications updates and development of team resources to aid their recruiting. The MOD is responsible for fully booking ARM mission teams in the summer, Christmas, and academic breaks. S/he manages the outreach for day and weekend home repair teams. The MOD is responsible for volunteer management including but not limited to volunteer coordination and follow up, tracking volunteer hours, and maintaining the volunteer portion of ARM's database.
4. Designs, develops, and oversees the syllabus and program for training the summer staff. In coordination with other full-time staff, the MOD oversees, coordinates, and conducts the summer staff training and leadership development of youth and young adults. Actively works with the ARM@AU student group and attends required meetings and gatherings. (One night per week for 1-2 hours on average)
5. Serves as the Spiritual Director for mission teams. This includes resourcing mission volunteers, children, and staff in biblical curriculum, training, and devotions. The MOD helps make biblical connections to poverty and serving with people who are disadvantaged.
5. For the summer mission site(s), the MOD is responsible for development, set up, and management of the children's day camps in Tuskegee or other locations, including the enrollment of children for the day camp. S/he coordinates with the Housing Ministry Operations Director, staff, and summer counselors in the homes selected for repair by the mission teams, understanding the connection to the mission teams serving in home repair.
6. Builds capacity through recruiting and resourcing volunteers to support all aspects of ARM's ministry and must incorporate communication initiatives including email campaigns and social media outreach. This includes



support of home repair service days, homeowner assessment and support, events, admin functions, and related activities.

7. Directly supervises academic interns, AmeriCorps/VISTA workers, summer staff counselors, or part-time staff whose roles fall within the responsibilities of the MOD, noted above. Coaches and guides the leadership team with ARM@AU.

8. Coordinates with other team members for other ARM events and in some cases serves as the team lead in organizing and managing various events that help with ARM's volunteer management and donor relations.

### **ARM Team Member**

As part of a ministry team, the MOD in daily standup huddles, weekly staff meetings, quarterly board meetings, and various tactical teams and work groups. Professional development includes but is not limited to reading books and publications and attending out-of-town conferences. Reports are provided to Board members periodically and upon request.

The above are core responsibilities, and there may be other assigned duties as needed.

## **Requirements, Skills and Abilities, Culture**

### **Requirements**

- A personal commitment to and active faith in Jesus Christ as Lord, supports a local church fellowship
- Actively participate in fundraising and giving initiatives of ARM
  - \*ARM salaries and benefits are generated mainly from individual, church, and corporate donations.
- A high energy and heart for children, youth, and young adult ministry
- Ability to create devotions, talks, and debriefs for youth mission teams
- Ability to develop children's Bible based activities and short curricula for summer camp
- A heart for those living in poverty
- Ability to drive up to 500 miles for events
- Working from the ARM office in Auburn, AL. and at times Tuskegee, AL.
- Able to work with a team and group for planning and coordination, and supervise other staff
- Maintain a personal growth plan developed with the Executive Director. The MOD will meet periodically with the Executive Director for professional development



- Participate in daily huddles, weekly staff meetings, and other organizational meetings
- Provide reports and assessments of housing and case management

### **Skills and Abilities**

- Experience working with non-profit organizations, church, or Christian camps
- Excellent skills in patiently relating to and communicating with diverse people both in person, through social media, email, and over the phone.
- Excellent skills and attributes in training with youth, interns, and volunteers to train on ARM's ministries throughout the year.
- Able to develop biblical curriculums, themes, and devotional materials for volunteer groups, youth and children
- High energy and relationship oriented
- Proficient in using digital tools such as the Microsoft Suite, Canva, Adobe and other applications to create professional, organized documents.
- Proficient in web-based tools such as Google Chrome as well as Gmail, Google Drive, and Google Calendar.
- Organizational and project management skills and able to lead and mentor small teams
- Adequate knowledge of the Old and New Testaments of the Bible

### **Preferred, but not required**

- Seminary Degree/Theology Degree
- Previous Home Repair Camp staff member or participant
- Background in Communications and Marketing

### **Physical Demands**

The MOD should be able to lift approximately 40lbs, drive, work at a desk and computer, and stand for more than 30 minutes consistently. Extensive walking may be required in the summer. S/he must be able to work in extreme temperatures, such as 90 degrees or above temperatures in the summer and in cold temperatures in the winter. Visits to homes where repairs are needed are expected and therefore, exposure to cigarette smoke, pets, and other home-related environments can be expected.



## Work Environment

The MOD will perform several of their tasks at the ARM office, which is located at 305 E. Thach Avenue, Auburn, AL. Office hours are typically from 9:00a – 4:30p p.m., Monday – Friday. Occasional visits to worksites or other locations throughout the Lee and Macon areas and organizational meetings will also be required. ARM’s field office and main supply warehouse are in Tuskegee, and drives to Tuskegee throughout the summer weeks are typical. Summer staff recruiting travel will also be required to facilitate home repair and day camp ministry in other geographic locations of Alabama as ARM grows. Most travel expenses will be paid by ARM except for in-and-around mileage (trips less than 20 miles from the office). ARM provides work vehicles for travel.

## Conclusion

These roles and responsibilities are intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the MOD. This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, and there may be other duties as assigned by ARM’s Executive Director.

## ARM Staff Team Covenant

1. We will be faithful to our mission of developing servant leaders who repair homes and revitalize communities for God’s glory. We will read our mission together once a week.
2. We will be faithful to living out our culture each day which calls us to be friends who care for one another, to work as an organized team, to serve as a Christ like fellowship, to pray for the ministry and each other as a Spirit-dependent community, and to foster openness as a creative collective. We will read our full culture statements together at the first staff meeting of every month.
3. We will come prepared to meetings, knowing the purpose for our meetings, and keeping our discussions confidential. We give each other permission to make “reality checks” during our meetings, which allow us to be honest about our capacity and share our concerns.
4. We will handle any potential conflicts in a biblical way. We will start conversations with questions and seek to understand one another’s perspectives. The Bible (Matthew 18) serves as our guide on using conflicts as opportunities for mutual transformation.

**To apply for this position:**



**Go to ARM's website and fill out the application and questionnaire. You will submit a resume and statement of faith.**

**There will be potential follow-up assessments, a background check and questions that will lead to a potential interview.**