

North Central Jurisdiction Volunteers in Mission (UMVIM-NCJ) Position Description and Employment Policies and Procedures

Position Description

Title: North Central Jurisdiction Volunteers In Mission (UMVIM-NCJ) Coordinator

Reports to:

The Coordinator reports to the UMVIM-NCJ Board of Directors through the President of the Board and when necessary, Chair of the Nominations and Personnel Committee.

General Description

Carry out the administration and coordination of the functions of the North Central Jurisdiction Volunteers In Mission agency. Work with and resource the Conference Coordinators – UMVIM and Disaster Response (DR). Oversee the Disaster Response Liaison. Work with the Mission Volunteers (MV) Office of the Global Ministries (GM). Duties and Responsibilities include, but are not limited to the following:

Direct the Day to Day Operation of the UMVIM-NCJ Office

-) Provide prompt and professional correspondence via telephone, e-mail and postal mail (minimal snail mail).
-) Care for the office procedures, equipment, rent, insurance, supplies, etc.
-) Process receipts and disbursements, working closely with the Treasurer for budget management.
-) Oversee an office helper who does the check deposit slips and will start entering information on the online Quickbooks accounting (starting 2016).
-) Resource and participate in the Board of Directors meetings.
-) Develop and promote programs or avenues of fund-raising.
 - o Encourage Special Friends program
 - o Encourage Giving Tuesday
 - o Encourage purchase of insurance
 - o Work with Mission Council on writing grants through that Agency
-) Maintain the USA and NCJ Opportunity Lists as a service to the overall UMVIM community, update these at least monthly. Includes communication with other Jurisdictional Coordinators to keep their lists up and communication with NCJ Coordinators to maintain the NCJ list.
 - o Seek/solicit information on new project sites to be added to the USA and NCJ Project lists
 - o In conjunction with the DRL, Seek/solicit information on new disaster sites so they can be added to the Long Term Recovery section of the USA and NCJ Project List – also a service to the overall UMVIM community.

Support and Resource NCJ Special Projects

-) Provide support for the RxConneXion Program
 - o Update medical future teams list
 - o Update medical facebook page.
-) Provide support for the teachUM Program.
 - o Identify and add teams to the teachUM facebook page

-) Provide support for the Mission Discovery Program.
 - o Promote teams through the MD facebook page
-) Provide support for the overall UMVIM program in the NCJ
 - o Update UMVIM-NCJ facebook page
-) Provide support for training of Conference Early Response Teams, via DRL.
-) Provide support for Disaster Response (Long Term Recovery Teams) via DRL and USA Opportunities list
-) Offer Medical/accident insurance
-) Offer background check service for those that need it.
-) Provide support for other special programs as they are established.

Education and Cultivation

-) Cultivate contacts with GM, project agencies in the U.S. and International church leaders, encouraging opportunities for volunteers.
-) Develop educational materials including brochures and project listings.
-) Develop and publish e-newsletters – at least monthly. Oversee the Disaster Response bulleting – put out by the DRL.
-) Maintain/update files on the website.
-) Maintain the future teams list.
-) Offer programs and services as speaker to churches and groups.
-) Assist in the exchange of volunteers across Conference and Jurisdiction lines.
-) Maintain a list of potential team leaders for Ubuntu Journeys and others such programs

Training Activities

-) Provide support and training opportunities for Conference Coordinators:

Disaster Response Coordinators:

- o Oversee DRL who is working with Disaster Training opportunities
- o Provide support for Conference Disaster Response Coordinators via DRL
- o Encourage the training of UMCOR programs in the Annual Conferences, i.e. Connecting Neighbors, Church of the Brethren Children's response capabilities, Spiritual Care teams, etc., via DRL
- o Assist DRL with Volunteer Academy once every 18 months or so

UMVIM Coordinators

- o Serve as resource person to Conference coordinators, keeping them informed of emerging needs and opportunities.
- o Offer training for new conference coordinators
- o Work with Annual Conference UMVIM committees in development of their programs
- o Offer train-the-trainer events for UMVIM leadership training at least every 4 years.
- o Resource and chair the Conference Coordinators meetings once per year – usually held with an event.
- o Encourage the promotion of conference projects as UMVIM sites

- Encourage knowledge of teams serving and where
- Encourage use of UMVIM and UMC projects
-)] Maintain current and thorough knowledge of UMVIM programs and projects.
-)] Continue to evolve the UMVIM Training curriculum
-)] Be available to conduct team leader trainings in all of the conferences
-)] Maintain a list of trained UMVIM leaders
-)] Promote, encourage, assist and conduct conference UMVIM training events for team leaders/churches.
-)] Utilize, update and promote use of the UMVIM training manual, UMVIM handbook (2015) and forms.
-)] Promote use of team medical/accident insurance.

Promote and Relate to GM Mission Volunteers Programs

-)] Promote the NOMADS, Global Justice Volunteers, Primetimers, Mission Volunteers (aka Individual Volunteers, IV) of Mission Volunteers office.
-)] Attend meetings of the 5 Jurisdictional UMVIM Coordinators, working closely with the other jurisdictions and the Mission Volunteers Office of GM.
-)] Maintain records of teams serving in the NCJ at the various UMVIM-Approved Projects as provided by conference UMVIM coordinators
-)] Maintain records of teams from the conferences of the jurisdiction, reporting the information to the Mission Volunteers Office.
-)] Be available to travel with MV office and do trainings, if invited.

Promote and Coordinate Jurisdictional Events

-)] Rx Consultation, annually
-)] Disaster Response Academy, every 18 months via DRL
-)] Invite GM into Jurisdiction each year to do the Mission Volunteer (aka IV) training. Coordinate the site with Conference UMVIM Coordinator. Be a part of that training.
-)] RoundUP, occurrence decided upon by UMVIM-NCJ Board of Directors – currently every two years

Additional Responsibilities

-)] Work with the Conference Secretaries of Global Ministries in the promotion and interpretation of Global Ministries Advance ministry. Meet with them once a quadrennium if possible
-)] Respond to inquiries and offers of service from Conferences, Districts, churches and individuals, referring them to appropriate Annual Conference UMVIM Coordinators. Assist in placement of such persons if requested and appropriate, making preliminary contacts when needed.
-)] Attend fall UMCOR Sager Brown Academy, if invited.
-)] Promote mission consultations/events within the jurisdiction.
-)] Attend mission consultations/events within the jurisdiction, budget and time allowing.