

Job Description
Director
Spirit Lake Ministry

Spirit Lake Ministry (SLM) is a United Methodist Volunteers-in-Mission (VIM) project that enhances living, health, and spiritual conditions on the Spirit Lake Nation. For more information about SLM, please contact Al Roll al.roll@dakotasumc.org.

Purpose of the Director Position:

To direct the SLM mission project in accordance with the objectives set forth by the Dakotas Annual Conference of the United Methodist Church. Requires leadership, administration, and supervision of the operations of SLM.

Responsibilities of the Director Position:

I. Summer Program Development and Delivery

- a. **Mission Team Hosting** focuses on providing radical hospitality, meaningful service, spiritual growth, and cultural education*
 - i. Communicate regularly with volunteers before, during, and after mission trips
 - ii. Coordinate cultural education experiences for volunteers
 - iii. Support team leadership to provide spiritual growth opportunities
 - iv. Prepare clean and safe accommodations and provide meal preparation for volunteers
- b. **Construction projects** are a primary component of the SLM mission—they improve living conditions and provide physical and emotional support for local residents*
 - i. Communicate with Tribal liaison to ensure detailed planning and preparation
 - ii. Prepare supplies, arrange logistics, and provide effective trip orientation, training, and follow-up for mission teams
 - iii. Oversee mission team leader to prepare for construction projects

II. Administration

- a. **Management** includes direction of fiscal, administrative, and personnel functions*
 - i. Assure SLM resources are utilized in accordance with budgetary guidelines
 - ii. Follow all SLM policies and legal requirements and regulations
 - iii. Supervise all staff and volunteers to assure work is completed properly
 - iv. Train and develop Advisory Team Members
- b. **Conference Communication** involves ongoing contact with conference staff including Missional Impact Development Coach and Finance Office to assure all documentation is processed as needed to pay bills, process payroll, and complete necessary reporting*
 - i. Submit bi-weekly time and attendance
 - ii. Submit invoices and billing for payment
 - iii. Confer with other conference staff as needed to report issues or concerns

III. Constituent Relationship Building

- a. ***Develop ongoing relationships*** with church leadership and ministry supporters to advance the mission and financial sustainability of Spirit Lake Ministry
 - i. Maintain digital communication eg. Facebook, website, etc.
 - ii. Work with advisory team to identify opportunities and means to share the Spirit Lake Ministry story and mission eg. speaking events, worship services, print materials, etc.
 - iii. Attend Dakotas Annual Conference to share the story and impact of the Spirit Lake Ministry
- b. ***Provide leadership for key ministries*** at Spirit Lake Ministry
 - i. Coordinate and / or lead services for the Journey (a worshipping community that gathers Sunday evenings at SLM)
 - ii. Promote and coordinate logistics for Shoebox Christmas ministry

IV. Campus Maintenance

- a. ***Campus Property and Equipment*** is necessary for the successful operation of SLM
 - i. Assure all buildings are functioning properly for volunteer use
 - ii. Prepare routine maintenance on all buildings and equipment
 - iii. Procure outside vendors to perform work if needed
 - iv. Maintain grounds in an appropriate appearance
- b. ***Campus Security and Safety*** is paramount to a successful volunteer experience
 - i. Know weather conditions and provide for responsive actions
 - ii. Connect with law enforcement agencies if needed

Other Considerations:

Desired Competencies in the following areas

- Interpret mission experiences from a faith perspective
- Positive relational skills—capable of networking and team building
- Project management skills
- Ability to adapt to changing and adverse circumstances
- Work independently and collaboratively
- Personnel management skills
- Cross-cultural experience
- Mission team volunteer or comparable experience
- Supervisory experience
- Excellent communication skills

Location of Manager's Residence

- SLM is located on the Spirit Lake Nation; the successful candidate for this position will live on-site at the residence provided by SLM located near Devils Lake, North Dakota

Personal Requirements

- Able to lift up to 40 pounds
- Valid driver's license

Compensation Package

- The salary range is \$40,000 - \$50,000 annually dependent on experience and qualifications
- Includes on-site living accommodations including utilities
- Health insurance is provided through the Dakotas Conference benefit package
- Pension participation is provided through the Dakotas Conference benefit package

Application Process

- Employment is dependent on a satisfactory background check.
- The position will remain open until the qualified candidate has been hired. Resumes will be reviewed as they are received.
- Please submit a cover letter, resume, and three references: *two required references must be from people who can tell us about your mission leadership experiences and your church leadership skills. Only one of the three references required can be a personal reference.*

POSTAL – PLEASE MAIL COVER LETTER, RESUME AND THREE REFERENCES TO:

Allen Roll
Missional Impact Development Coach
Dakotas Annual Conference
16647 81st Avenue North
Maple Grove, MN 55311

OR EMAIL COVER LETTER, RESUME AND THREE REFERENCES TO:

al.roll@dakotasumc.org