

**Community Liaison / Volunteer Manager**

Urbana 12 (Operations Team)

Position Description

Supervised by: Urbana Director of Operations

Supervises: Volunteers

Status: Part Time (25 hours/week) / Exempt (position begins 2/1/2012; position ends 2/15/13)

Location: St. Louis, MO

**To advance the purpose of InterVarsity, this position will** serve as liaison to the St. Louis community and work to recruit and manage a team of volunteers from the greater St. Louis community in order to develop relationships within the community, promote the Urbana Student Mission Conference and meet the operational needs of the conference.

**MAJOR RESPONSIBILITIES****Connect Urbana personnel to local resources as needed to accomplish purposes of Urbana conference:**

- Strategically develop key relationships with St. Louis agencies and community/church/business leaders
- Cultivate and maintain cooperative relationships with local InterVarsity staff members
- Maintain records of identified resources including contact information and potential uses

**Recruit, coordinate and mobilize volunteers for Urbana 12:**

- Develop, in collaboration with Personnel Manager, a system to collect volunteer job requests from Urbana directors, managers and coordinators
- Develop an onsite volunteer staffing plan pre-convention
- Work with local churches, Christian organizations and surrounding community to promote Urbana 12 and make requests for volunteer help pre-convention and on-site
- In cooperation with Urbana Personnel Manager, assign jobs to volunteers according to the Urbana job assignment plan

**Coordinate effective volunteer teams pre-convention and onsite:**

- Work with Urbana directors, managers and coordinators to organize onsite orientations for conference volunteers
- Organize and lead volunteer meetings, orientation and training pre-convention
- Maintain budget, manage expenditures and ensure appropriate accounting
- Provide appropriate closure and thank you of all volunteers

**Contribute to the effectiveness of the Urbana Operations Team (UOT):**

- Provide other services related to this position as necessary
- Partner effectively with other members of the Urbana team
- Participate in UOT, Urbana Program and other pertinent Urbana meetings as requested
- Provide feedback to the UOT from constituencies within and without InterVarsity, particularly as this feedback impacts planning, decision making and problem solving
- Communicate UOT plans and decisions to constituencies within and without InterVarsity in a way that fosters understanding and partnership
- Travel to leadership meetings as needed

**Ensure compliance with Director of Operations guidelines:**

- Submit reports to Director of Operations as requested
- Prepare a complete final report on the St. Louis community / volunteer area by the agreed upon due date

**Maintain technical, professional, and spiritual growth and development:**

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary
- Develop and execute a personal development plan

**Develop funding base with a target of raising 10% of personal budget (salary and benefits):**

- Develop and manage a donor base
- Communicate with donors at least quarterly

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree preferred
- Familiarity with St. Louis and surrounding communities preferred
- Attendance at a previous Urbana convention preferred
- Open to learn new concepts, methods and skills
- Demonstrated ability and commitment to work effectively in a diverse team environment
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop consistent procedures for doing work
- Ability to work under the pressure of deadlines
- Ability to organize people, events, and details
- Effective oral and written communication skills
- Ability to maintain accurate records and files

## **Community Liaison / Volunteer Manager** **InterVarsity Christian Fellowship/USA**

### **Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)