



Western Jurisdiction Volunteers in Mission Coordinator Job Description

The Coordinator shall guide, coordinate, interpret and develop the Volunteers in Mission ministry in the Western Jurisdiction. They shall:

- Work under the supervision of the UMVIM WJ Board of Directors.
- Relate to the Western Jurisdiction Leadership Team, the Global Ministries Volunteers Office, United Methodist Committee on Relief (UMCOR).
- Provide support and resources to the Annual Conference UMVIM Coordinators, Annual Conference Disaster Response Coordinators and Early Response Team Trainers keeping them informed of emerging needs and opportunities.
- Cultivate contacts around the world to develop UMVIM opportunities for the jurisdiction's UMVIM Teams.

This is a salaried, part-time consultant position, of 20 hours per week with the annual pay anticipated to be \$31,000.

Duties and Responsibilities to oversee the **Day-to-Day Operation** of the UMVIM-WJ include, but are not limited to the following:

- Provide prompt and professional correspondence.
- Facilitate in the exchange of volunteers across Conference and Jurisdictional lines.
- Collect data and supporting documentation to produce timely reports and grant submittals required to evaluate and support the UMVIM-WJ program.
- Seek/solicit information on new project sites as well as new disaster sites to add to the USA and WJ Project Lists.
- Develop and promote program or avenues of fund raising to support the UMVIM-WJ Program.
- Administer the UMVIM Insurance Program.
- Resource and participate in the Executive Board and Board of Directors meetings.
- Attend meetings of the Jurisdictional UMVIM Coordinators, working closely with the other jurisdictions and the Mission Volunteers Office of GBGM.

Education and Cultivation

- Develop a working knowledge of programs for volunteer development and management as well as knowledge of UMVIM policies, programs and projects.
- Maintain the WJ UMVIM website, newsletters and other educational materials with listings of projects and current/future UMVIM information and links to other jurisdictions including Disaster Response items as indicated.
- Promote, assist and/or coordinate, as appropriate, Jurisdictional UMVIM training events.
- Promote the Global Mission Programs.
- Promote mission participation and offer programs and services to Western Jurisdiction Annual Conferences.

Training Activities

- Provide support and training opportunities for Conference UMVIM Coordinators, ERT Trainers, and Conference Disaster Response Coordinators.
- Promote and coordinate training events.
- Promote, encourage, assist and conduct conference UMVIM training events for team leaders as requested.
- Promote the use of 'Best Practices' including the use of mission trip insurance, background checks and Safe Sanctuary training for all team leaders and volunteers.
- Encourage training of UMCOR programs in the Annual Conferences.