

Associate Director of Volunteer Services

Basic Purpose: This position is directly responsible for leadership, direction, and budgeting of volunteer services, dietary services, housekeeping staff, and long-term volunteers.

Major Accountabilities:

- Provides leadership and direction to Cafeteria staff in preparing nutritious meals for volunteers and for Housekeeping staff to offer acceptable housing accommodations.
- Participates in departmental budgeting which includes purchasing, reviews, and analysis of revenue and expenditures.
- Schedules teams to maximize available accommodations in concert with all departmental goals and objectives.

Essential Job Function:

- Evaluate the needs of UMCOR Sager Brown to recruit and schedule Long and Short Term Volunteers to ensure the needs and goals are met.
- Oversee the budget and purchasing for Volunteer Services, dietary services, including food, cleaning supplies, furniture, and contracted services such as bottled water, internet, cable, and computers to provide for optimum efficiency.
- Responsible for reviewing team billing, invoices and processing funds received.
- Oversee Administrative, Cafeteria and Housekeeping functions to ensure volunteers maximize their mission experience.
- Provide Safe Sanctuary training during orientations for all volunteers to ensure a safe working environment and understanding of fire systems, availability of medical services, etc.
- Represent UMCOR at promotional and speaking engagements as necessary to promote UMCOR, UMCOR Sager Brown and the UMCOR Kit Ministry.

Requirements:

- Bachelors' Degree
- 3-5 years + of business management & financial management with an accounting background a plus.
- 10 or more years of experience a plus.
- 8 to 10 years' experience serving in ministry within the Church.
- Service within the United Methodist Church a plus.
- A minimum of 3 years in the domestic mission field, preferably programs similar to those at Sager Brown.
- 5 years' experience managing people.
- 3-5 years experience managing accounts receivable using excel and word to create, bill and collect fees.

Learning Period: 3-9 months

Please apply through this link:

<http://www.umcmmission.org/Learn-About-Us/About-Global-Ministries/Careers/Careers>