TRIP COORDINATOR

Position Assignment

Title: Trip Coordinator

Organizational Unit: International

Recruited by: Director of International

Approved by: Vice President of International Ministries

Working Relationships

Reports to: Director of International

Staff Team: Vice President of International Ministries, Director of International, Administrative Assistant – International, Dominican Republic STCH Ministries Contract staff and all STCH Ministries staff

Basic Functions

This position provides information and logistics to mission teams which aids them in the preparation for their trip. It is key in ensuring the overall effectiveness and success of the STCH Ministries International mission trip program. The position requires the ability to communicate and interact with overseas partners and North Americans. It requires the ability to understand, interpret and implement STCH Ministries policies and procedures and follow them. In order to do this, the person in this position must clearly understand all aspects of our ministry at STCH Ministries. Must be fluent in both Spanish and English. The person in this role will be expected to be gone overseas with mission teams for up to two weeks at a time.

Basic Responsibilities

1. To help coordinate and facilitate the logistics of all International mission trips, coordinating and communicating between domestic and overseas persons and organizations.
2. To manage and keep current the information on the website for mission trips, including dates and forms for mission trips.
3. To represent STCH Ministries as group leader for International mission trip participants by inspiring, motivating, teaching, and leading them to overcome differences in cultural and religious practices in order to help them share their faith and make disciples.
4. To travel overseas with missions' teams for up to two weeks at a time.
5. To act as a minister of reconciliation to the mission trip participants as well as to the many children and families that we come in contact with that do not yet have a personal relationship with Christ.

6. To track the involvement of international mission trip participants and teams, including their contact information and trip payments on Excel.
7. To prepare monthly and quarterly reports.
8. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Trip Coordinator.

Employee Signature _____ Date _____

Director of International Signature _____ Date _____