



## SITE DIRECTOR JOB DESCRIPTION

Updated 12/15/2014

### Position Summary

The Site Director (SD) is responsible for the overall operation of the site: supervising the staff and ensuring that everyone involved in SSP (youth, staff, counselors and our hosts) has a safe and spirit-filled experience.

### Responsibilities

- Review **candidates** for staff positions and participate in hiring weekend in February/March
- Visit assigned **site** with Central Staff prior to summer
- Participate in weekly Site Director **teleconferences** with Central Staff before and during summer
- Ensure that the overall operation of the site directly supports the **mission statement** of SSP
  - That all interactions with youth and counselors be a **positive** embodiment of SSP
  - Facilitate a productive, safe, friendly and spiritual **working environment** for staff
- Develop relationships with **community members** and **participating groups** throughout the summer. Act as a liaison between volunteers, staff and the host community.
  - Organize weekly **reception** of groups
  - Conduct daily **staff/counselor** meetings
  - Deal with all **counselors** constructively and positively
  - Be open to **constructive criticism**, and even criticism that is brought about in a non-constructive way
  - Identify future **potential staffers** among youth and invite them to be a Staff-in-Training
  - Process group **paperwork** (medical forms, covenants, incident/accident reports)
  - Oversee the handling of **medical** and behavioral emergencies
- **Supervise** site staff
  - **Coach** staff regularly and consistently throughout the summer
  - Conduct weekly **one-on-one** meetings with each staff member
  - Conduct **daily** team meetings
  - Visit **work sites** at least once a week
  - Supervise **Staff-in-Training** throughout the summer
- Responsible for all spending to stay on **budget**
  - Carefully record each **receipt** into SiteManager (SM, online budget tracking program)
- **Communicate** weekly (or more often as needed) with Central Staff about team status
- Participate in building of **Christian communities** among staff and volunteers
  - **Minister** to volunteers by operating an open, friendly and hospitable atmosphere
  - Assist **Spiritual Life Coordinator** with program activities
- Responsible for the completion of all **end of summer procedures** including inventories, reports and packing up the site
  - Complete an end of summer **report**
- Provide **feedback** at the end of the summer on processes

## Skill & Knowledge Requirements

Demonstrated history of working with remote supervision. Previous supervisory experience preferred. Strong interpersonal, judgment and decision-making skills. Ability to delegate. Excellent communication, organizational and planning skills. Ability to work in a team setting. Ability to lead large and small groups and effectively interact with a variety of age groups. Ability to model Christian values. Must have a driver license.

## Training

All Site Directors will be required to complete Online Training during the month of May. SDs must read their entire job manual before the summer. SDs will receive training before the summer and will lead segments of the ten day training in June for all staff members.

## Understanding the Role of the Site Director

The Site Director, through their presence, actions and words, sets the tone and atmosphere for the entire site. The call of a SD is multifaceted and combines pastoral functions, community building skills, leadership gifts and administrative duties. **How** the site director does something is just as important as **what** they do.

The concept of **building** gives structure to the role of the Site Director. The SD is responsible for the effective and efficient building that occurs in numerous ways at site:

1. The Site Director ensures that the overall operation of the site directly supports the mission statement of SSP, *"Building faith and strengthening communities through service to others."*
2. The SD ensures that the spiritual program invites youth and counselors to explore, articulate, and build their relationship with God.
3. The SD ensures that the construction program builds up families and organizations through acts of service which are accomplished in a safe, efficient, and effective manner.

The site director ensures **community** is built because:

1. The Food Service Coordinators are preparing and serving sufficient amounts of nutritious food that encourages fellowship.
2. Youth and counselors reach out to those outside their own group.
3. The staff support and encourage each other in thought, word, and deed.
4. Amiable and constructive relationships are maintained with our host community.

It is recognized and encouraged that each site director will develop their own style of leadership. Each site will possess its own unique flavor, reflecting the personalities and gifts of its staff and location. It is very important that the Site Director realize that he or she is the embodiment of Sierra Service Project to volunteers and the host community. The impression made by the Site Director will have either positive or negative implications for a church's future involvement with and support for SSP. A positive experience will result in the church returning with more participants and making financial donations to SSP. A negative experience will have the opposite result.