Job Title: Ministry Supervisor

Reports to: Community Director

Summary of Role: Creatively implement and structure ministry to achieve the mandate of UPT.

Key Responsibilities

1. Ministry (60% attention)
   - Establish and cultivate relationships with children, youth and their families in your community
   - Seek out opportunities to serve at local schools and community centers
   - Lead the ministry planning and program development in the following primary opportunities
     - Daily afterschool program during the academic school year
     - Summer day camp program (6 weeks)
     - March Break Program (Daily)
     - Weekend excursion and retreats
   - Ensure safe practices in program environment in accordance with UPT Policy & Procedures including written materials required, Public Health and Safety and Kitchen Safety Standards
   - Utilize your gifts, talents and passions to serve your community and organization.

2. Leadership & Discipleship (20% attention)
   - Model personal leadership habits that set a positive standard for your team
   - Build and lead a program team which includes Program Directors, StreetLeaders, Volunteers and short-term missionaries
     - Interview and hire new team members
     - Train, coach, and disciple program team
     - Communicate expectations, roles and responsibilities for each team member
     - Lead team meetings to set objectives, review plans and evaluate team performance
   - Maintain local partnerships with Churches, community agencies and organizations

3. Deputation (10% attention)
   - Build a team of prayer and financial contributors to support you as a missionary
   - Produce a communication plan for donor care
   - Track support through deputation reports and personal tracking
   - Support UPT Events

4. Administrative Systems (10% attention)
   - Manage Files of participants and staff
   - Manage systems and structures to ensure that your ministry operates smoothly
   - Report statistics, expenses and other procedures of program as outlined by Community Director