

# Buckner Children and Family Services OPEN POSITION POSTING

**Opening Date: July 6, 2010**

**Closing Date: Until Filled**

**Position Title: Mission Group Coordinator - Laredo**

**Position Status: Part-time Exempt**

**Department/Division: BCFS National Missions/Colonias**

**Location: Mission, Texas 78574**

## **BASIC FUNCTION:**

Implements program structure and design for programs/services, and supervises mission groups, volunteers and interns to ensure compliance with state licensing and monitoring standards and Buckner's mission, policies and procedures. Develops and maintains relationships with churches and community agencies interested in collaborating with Buckner.

## **Position description/objective:**

- \*1. Supervise, monitor, evaluate, coach and provide direction mission groups.
- \*2. Serve as liaison with churches and community agencies interested in collaborating with Buckner.
- \*3. Organize and plan for use of volunteers and mission groups in delivery of programs and services.
- \*4. Participate in group meetings with staff; discuss program directions and issues, motivate staff.
- \*5. Implement program design, changes, and special activities.
- \*6. Effectively communicate with staff verbally and in writing.
- \*7. Accurately and timely maintenance of files; organizes and files paperwork and documentation. Promptly and timely completion of expense and mileage reports.
- \*8. Attend staff meetings and training; assist in meeting facilitation as required.
- \*9. Review records to ensure proper documentation by mission groups, volunteers and interns. Promptly and timely complete weekly and monthly reports.
- \*10. Inspect and monitor physical condition of facilities and furnishings, tool trailers, tools and block party equipment.
11. Assist in planning and implementing activities and events.
12. Assist in developing policies and procedures for specific programs and promoting safety awareness to staff.
13. Consult with outside agencies and churches to formulate program enhancements and offer assistance.
14. Maintain compliance with Buckner policies and procedures as stated now or as amended. Maintain compliance with all regulatory requirements and laws as stated now or as amended.
15. Perform other assignments and duties as requested.

\*Task which is considered to be an essential function of the job

#s 1, 2, 3, 7, 8, 9, 10, 11, 13, 14, 15 which are considered to be primary functions of the job.

## **Required skills and experience:**

1. Requires basic understanding of a comprehensive field of knowledge normally acquired through attainment of an Associates' or Bachelor's degree preferred.
2. Requires minimum 1-3 years experience performing similar tasks and functions required.
3. Must possess proficient bilingual English and Spanish skills, with ability to communicate professionally in writing and verbally.

4. Requires ability to use up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a small amount of force continuously to move objects.
5. Work deals mostly with areas such as preparing and reading data and figures and visual inspection involving small details. Visual work is primarily close to the observer. Depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near the observer.
6. Ability to perform moderately difficult manipulation such as writing, typing; foot and hand-eye coordination required.
7. Requires ability to walk frequently; occasionally stand for prolonged periods of time; occasionally required to squat, climb stairs, kneel and twist; sit for prolonged periods of time.
8. Requires ability to speak clearly and make self understood in face-to-face interactions to articulate with extreme accuracy and precision to give directions, speak on the phone, etc.
9. Requires ability to receive verbal instructions, answer phones, etc with some background noise.
10. Requires ability to concentrate on moderate to fine detail with some interruption; ability to attend tasks/functions for more than 60 minutes at a time.
11. Requires ability to work under stress and remain flexible in changing situations.
12. Requires ability to understand and relate to multiple ideas and the concepts/theories behind the ideas; ability to remember multiple verbal and written tasks/assignments over several days and occasionally up to several months.
13. Requires ability to establish and maintain effective working relationships with prospective clients, donors, co-workers and vendors.
14. Working knowledge of personal computers and computer software programs required.
15. Requires ability to effectively manage a team; requires administrative skills to include but not limited to volunteer and team member selection, development, motivation, scheduling, and evaluation.
16. Requires ability to travel to various geographic locations and some overnight stays.
17. Requires ability to drive assigned vehicle(s) with trailer(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 minimum to drive on behalf of Buckner with appropriate state license and ability to follow all applicable laws.
18. Requires ability to maintain confidentiality.
19. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
20. Requires commitment to Christian principle and teaching both professionally and personally.
21. Requires willingness and ability to participate in required training.
22. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesions, for the duration of the communicability.

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**Buckner is an Equal Opportunity Employer.**