Tennessee-Western Kentucky Conference of the United Methodist Church
Job Posting

Job Title: Site Coordinator – Disaster Recovery

Reports to: Construction Manager

Summary of the position: The site coordinator coordinates volunteer teams in rebuilding and rehabbing homes damaged in storms and natural disasters. The site coordinator interacts with the volunteer teams and the homeowner in a professional and confidential manner, instilling the hope and security that the Church provides. Ensuring a high standard of work is done to all jobs and maintaining the standards of state and local building codes for safety.

Qualifications and Skills:
- **Team mindset**: Ability to be a team player and work collaboratively; has a commitment to build covenant with the Equip team and staff.
- **Interpersonal Skills**: Capacity to work collegially and develop rapport with a wide diverse, variety of individuals and leaders.
- **Helping/Customer Service Orientation**: Demonstrate concern for, attend to the needs of, provide resources for the work of the Disaster Recovery Connection.
- **Mission Mindset**: Committed to the mission and ministry of the United Methodist Church.
- **Communication Skills**: Excellent verbal and written communication. Able to speak in a public forum.
- **Organizational Skills**: High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects.
- **Time Management Skills**: Effective and efficient use of time, talent and resources.
- **Computer Savvy**: Proficient in the use of computers, including Microsoft Office. Working knowledge of databases.
- **Dependability**: Able to meet deadlines and be reliable.
- **Maintain confidences**: Commitment to complete confidentiality and high degree of integrity.
- **Attention to detail**: Takes responsibility for a thorough and detailed method of working. Maintains compliance with building codes and regulations.
- **Safety**: Maintains compliance with safety regulations. Enforces safe behavior and workplace practices.
• **Adaptability**: Maintains effectiveness in reaching set goals by adapting to changing circumstances, tasks, responsibilities, and people.

• **Conflict of interest**: Possess no outside business interest that may conflict with the client or the TWK Conference. Able to maintain ethical conduct in accordance with Conference policy.

### Education Requirements:
- High school diploma or GED equivalent required with at least three years’ work experience in construction.

### Work Schedule, Number of Hours, & Compensation:
- Full-time, temporary* for up to 90 days.
- Upon satisfactory completion of this period, and if the longevity of disaster recovery project needs remain, an offer for full employment status may be extended.
- Must be able to work remotely, reside within the TWK conference area, with some area travel and team meetings.
- $45,000

### Responsibilities/Essential Functions:

1. **Work With Volunteer Teams**
   a) Work closely with the Volunteer Coordinator to find and engage with volunteers.
   b) Meeting with volunteer teams upon their arrival to explain the job they will be working on that week.
   c) Training the team on safety measures, tools and equipment.
   d) Ensure appropriate supplies are on site and ready for volunteer teams, making sure each team member has appropriate tools, equipment and supplies.
   e) Supervising and answering any questions the team may have concerning their tasks.
   f) Assisting where needed, teaching where appropriate and in general, making sure that the team has a good ministry experience helping the survivor reach “recovered” status by regaining access to their home.

2. **Collaboration with Disaster Case Managers in coordinating and selecting homes that are “case ready” for rebuild to begin.**

3. **Administrative duties:**
   a) Coordinating any needed materials or outside personnel with the Construction Manager and Volunteer Coordinator to finish a project.
   b) Coordinate with the Construction Manager for the purchase of all supplies needed for visiting teams and clients.

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8/12/22 This job description is subject to change at any time.
c) Assign volunteer teams to appropriate job tasks based on skill level.
d) Utilize the conference registration/tracking processes for volunteer teams that includes the team skills, volunteer hours, and remaining needs.

4. Maintain all job records and account information in a safe location
5. Report team numbers, volunteer hours, work hours and progress notes to Construction Manager.
6. Ensure all injuries are properly assessed and the correct paperwork is filled out and reported to the Construction Manager.
7. Work with the Construction Manager in ensuring all accounting procedures are being followed and all available funds are being properly spent.
8. Ensure all site bills and invoices are being properly accounted for and processed.
9. Participate in ongoing professional development and integrates emerging new learning tools and processes.
10. Be financially accountable for the ministries for which you are responsible in collaboration with Construction Manager.
11. Embrace the diversity and inclusion goals of the Conference.

**Physical Demands and Working Conditions**

While performing the duties of this job, the position will require working in weather conditions that vary in temperature and noise level. The physical demands of the position include standing, walking, pushing/pulling, and climbing up ladders and/or stairs. Must be able to lift objects weighing up to 50 pounds. Travel to other conference locations in Middle or West Tennessee and Western Kentucky may be required.

**Stipulations/Reference:**
- This is a temporary position for up to 90 days.
- Upon satisfactory completion of this period, and if the longevity of disaster recovery project needs remain, an offer for full employment status may be extended.
- Have a valid driver’s license and vehicle with auto insurance to be able to drive long distances throughout the service area as needed for meetings.
- Ability to travel regularly between assigned areas, Conference Office, and to other sites as needed.
- Passing a background check and online training process is required.
- Temporary positions are not eligible for conference health plan and pension benefits.
- Mobile office equipment, supplies, and cellular phone allowance will be provided.
- No unemployment benefits are available to conference employees, based TCA rules.

**Contact Information and Procedure:**

Qualified applicants, please send a letter of interest and resume to careers@twkumc.org and specify that you are applying for Site Coordinator-Disaster Recovery position.

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This job description is subject to change at any time.
Job offer is contingent upon successful completion of training and background check. Deadline to apply is on or before **Friday, August 26, 2022.**