

*Outtatown's mission is to inspire and nurture students in their life of discipleship with Jesus Christ in a journey towards: **knowing God** in truth and relationship; **knowing yourself** in personality, character, abilities, and gifts; and **knowing the world** in its beauty, diversity, and pain.*

### Summary

**The Site Leader must be a committed follower and disciple of Jesus Christ, a learner, and at the same time dedicated to teaching and training young adults to be faithful disciples of Jesus Christ. The Site Leader must be willing to work closely with others in leadership settings, which are constantly changing. Excellent communication skills are an asset, as is enjoyment of travel and adventure, with a tolerance for the unpredictability of life lived with students in a mobile school setting. A class IV driver's license is necessary and should be acquired before you arrive for staff training. It is recommended that the Site Leader have a Bible College degree or Bachelor's degree, and significant youth leadership experience. Site Leaders must read and affirm the Mennonite Brethren Confession of Faith or the Mennonite Church Canada Confession of Faith.**

### Responsibilities:

1. **Mentoring** - Mentoring is an intentional relationship between two individuals for the purpose of personal growth by the passing of wisdom and experiences from one to another. Site Leaders will meet with assigned students in both formalized mentoring as well as informal one-on-one conversations. These may involve one-hour sessions over coffee or 10 minutes in a quiet hallway. An intentional mentoring session should take place approximately once every two weeks.
2. **Leadership Team** - Work closely with other Site Leaders with a commitment to unity, and honesty. Duties in this area include meeting with staff on a regular basis to discuss programmatic needs and to make changes to the schedule as necessary. This will also involve times of sharing and prayer. It is also imperative that communications with the Winnipeg office happens on a consistent basis in order to promote a fully integrated team approach.
3. **Small Groups** - Oversee/direct, lead a weekly small group consisting of eight to ten students of mixed gender (or four to six for the Burkina Faso program). This will include leading Bible Studies, discussion and prayer times, as well as facilitating debrief and sharing among the group.
4. **Committees** - Establish and aid in the following committees: worship, media/communications, van/transportation, entertainment and prayer.
5. **Large Groups** - Provide leadership to 25-35 students (or up to 12 students in the Burkina Faso program) including informing students of upcoming events, initiating community meetings, leading worship, teaching, introducing instructors, being a voice of authority and discipline when required.
6. **Personal Care** - It is important that each Site Leader look after their own spiritual, physical, emotional, and mental health and communicate those needs with co-workers. Also, it is important to encourage and look out for co-workers that they care for themselves in similar ways.
7. **Leadership Development** - All site leaders receive training in leading Outtatown which has many crossover applications to leadership development in ministry or other fields. Training includes team communication, self-awareness, mentoring individuals, small and large group facilitating, managing finances, schedule planning, crucial conversations, working in cross-cultural partnerships, and more. Two weeks of training is required prior to the start of the program and one week prior to the second semester. Each semester concludes with one week of debrief. Ongoing coaching is provided throughout the program.
8. **Administrative Duties** – Each site leader is responsible for keeping track of site finances in an accurate, timely, and organized fashion; being a liaison between their site and a variety of accommodations, instructors or service project partners; evaluating student assignments and reflections. Strong organizational and administrative skills are an asset.

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Site Leaders will be expected to be flexible with their job description within reasonable limits.