

Site Leader Job Description

2020

*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 journeys alongside students as they travel, learn, and serve throughout Western Canada and Guatemala. They must be a committed follower of Jesus Christ. The responsibilities of a site leader are diverse, as leaders will nurture their students individually while also taking care of administrative duties and providing leadership to the larger group. Site leaders must be willing to work closely with others in constantly changing leadership settings. They must be teachable; active learners with strong communication skills and a love of travel, along with a tolerance for unpredictability.

Responsibilities:

1. **Leadership Development** - All site leaders receive training, which includes team communication, self-awareness, mentoring individuals, small and large group facilitating, managing finances, 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 through regular check-ins with Outtatown Co-Directors and feedback.
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. **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.
4. **Administrative Duties** - Each site leader is responsible for keeping track of site finances in an accurate, timely, and organized fashion. They will also be a liaison between their site and a variety of accommodations, instructors or service project partners. They are responsible for evaluating student assignments and reflections. Strong organizational and administrative skills are an asset; effort is a requirement.
5. **Personal Care** - Leadership depends on the health of the leader. It is important that each Site Leader look after their own spiritual, physical, emotional, and mental health and communicate those needs with co-workers. It is also important to encourage and look out for co-workers, ensuring that they care for themselves in similar ways.
6. **Small Groups** - Oversee/direct, lead a weekly small group consisting of five to eight students of mixed gender. Set goals and establish rhythms for your meetings, creating a safe place for honesty and support. This will include leading Bible Studies, discussion and prayer times, as well as facilitating debrief and sharing among the group.
7. **Large Groups** - Provide leadership to 25-37 students, including informing students of upcoming events, initiating community meetings, leading worship, teaching, introducing instructors, and being a voice of authority and discipline when required. Balance authority and relationship as you lead the student community through 6 busy months.
8. **Committees** - Establish and aid in the following committees: worship, photography/videography, blog, van/transportation, and entertainment. Give leadership to your committee and actively empower students to lead and contribute to the community.
9. **Driving** - Throughout the first semester leaders are responsible for the safe transportation of students in 15-passenger vans.

Qualifications:

- A committed follower and disciple of Jesus. Site leaders must read and affirm the Mennonite Brethren Confession of Faith or the Mennonite Church Canada Confession of Faith.
- Manitoba Class-4 driver's license (or its equivalent). To be acquired before you arrive for staff training.
- An undergraduate degree is strongly recommended. Education in Bible/Theology is valuable.
- Significant youth or young adult leadership experience.
- Will be available from late-August to mid-April, with a break at Christmas.

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