



Summer Missions Internship Experience Mission

Job Type: Summer Mission Trip Leader (EM Summer Staff)

Location: 1 of Experience Mission's 2023 Mission Trip Communities —

Navajo Nation (AZ/NM); Appalachia (KY/WV); New York, NY; New Haven, CT; Pittsburgh, PA; Bahamas, Puerto Rico, Costa Rica

Compensation: \$300/wk + Travel Stipend (with opportunity to fundraise)

Responsibilities: EM Summer Staff members serve on a team of 3-4 leaders, coordinating and implementing all aspects of short-term mission trips for incoming volunteer groups in a given community. All responsibilities listed below are shared between this Leadership Staff team, which has 3 distinct roles. Some responsibilities may be shared by more than one staff member. The 3 roles are:

- **Trip Coordinator**
- **Construction Coordinator**
- **Outreach Coordinator**

NOTE: Necessary training, preparation, and best practices for the responsibilities listed below **will be included during Summer Staff training and on-the-ground setup weeks. EM will assign specific staff roles based on the qualifications of applicants. These roles will be discussed in detail during Summer Staff training.*

Responsibilities

Community Partnerships & Relationships

Represent EM's missions philosophies within your community of service:

- Engage in and build relationships with EM Community Partners and local community members
- Invest in learning about the culture and history of the community
- Serve as a liaison between visiting teams and Community Partners
- Build intentional relationships with team leaders and team members
- Build healthy community within your staff team

Practical Details

Represent EM's standards of excellence by being well-prepared for all aspects of the trip prior to the teams' arrival.

Logistics

- Facilitate the logistics surrounding all outreach opportunities (schedule, groups, etc.)
- Help mission teams prepare for outreach opportunities
- Work with Community Partners to select work projects
- Prepare the details for construction sites (including shopping for materials, organizing tools, etc.)
- Create and communicate backup plans when things fall through

Hospitality

- Grocery shop for all meals (shopping lists provided)
- Meal preparation (menu and cooking manual provided)
- Maintain a clean and friendly housing facility for volunteer teams

Spiritual Leadership

- Lead morning prayer / daily send-off for teams (materials provided)
- Facilitate Evening Gathering, a time of devotion and debriefing (materials provided)

Engagement

- Make pre-trip calls to team leaders 1-2 weeks in advance to cover details
- Greet and orient teams in a personable and attentive manner when they arrive
- Facilitate daily team leader meetings to communicate details and debrief issues

Administrative

- Manage a weekly budget
- Record weekly receipts
- Create and manage a weekly schedule