Job Description

Host Site Coordinator/Stated Supply

This particular call will have a dual focus, with a common purpose: to strengthen the churches and people of Eastern Kentucky as they work to recover from the devastating July, 2022 flood.

The first focus is that of Host Site Coordinator. This person will welcome volunteers from all over the country and provide hospitality. The host sites will be their home away from home for a week, so they can provide volunteer labor for those communities devastated by disaster.

The second focus will be to serve as stated supply for up to 4 congregations that are currently without consistent pastoral leadership. This would include weekly preaching (with 5th Sundays off in addition to vacation and study leave), moderating session meetings and providing some pastoral care to the congregations. This position would also help the churches collectively strategize how they can effectively reach out to their communities in the midst of disaster recovery.

This person will be considered staff of Transylvania Presbytery.

The Host Site Coordinator position for Transylvania Presbytery will be FULL TIME to administer the Presbyterian Disaster Assistance (PDA) hosting sites established in the Presbytery and provide pastoral services. This position will meet the minimum terms of call for Transylvania Presbytery and will be an ordainable position. Cash Salary will be $60,000 and a manse will be provided. This position is a 3-year position, renewed annually. The position will be supervised by the General Presbyter with assistance from the Presbytery's Flood Recovery Team and Administration Commission.

Duties:

- Coordinate and communicate with volunteer work teams on scheduling the hosting site and answer their questions regarding the facilities and flood recovery program in coordination with the PDA Call Center.
- Ensure someone will meet volunteer work teams at the hosting sites when they arrive and when they leave. Some evening and weekend hours will be required. For example, many teams will arrive Sunday night for orientation and depart on Saturday.
- Develop and manage a network of local host site point persons with which to coordinate work teams
- Provide a "Ministry of Presence" for volunteers as they deal with emotional issues associated with disaster recovery and encourage volunteers to provide this to the survivors of the disaster as appropriate.
- Make sure the host sites are clean and in good repair.
- The Hosting Site Manager must maintain a close connection with the Long-Term Recovery Group (LTRG) Work Partner(s) for the affected area. The Host Site Coordinator

must provide the volunteer's "Skills Assessments" to the work partners prior to volunteer work team arrival, so meaningful work can be scheduled and building materials gathered.

- Confirm that all required documentation and forms have been completed by volunteer work teams. Keep the completed documents and maintain storage of them for reference.
- Ensure that all volunteer hours for volunteer work teams and others supporting the hosting site per PDA and FEMA guidelines are being tracked and reported.
- Assist the governing bodies in developing and implementing the operational policies, programs, and training events which meet identified needs as a result of the disaster.
- Serve as staff resource to the governing bodies and other disaster recovery teams serving in the area.
- Report on-going statistical and descriptive information regarding programs, operations, and finances of the hosting site to the governing body.
- Ensure materials are prepared for Presbytery Flood Recovery Team meetings and other meetings of Presbytery.
- Work to build relationships with other coalitions and organizations dealing with disaster recovery.
- Work with community groups, agencies, and faith groups in developing inclusivity.
- Work with the governing bodies and volunteer teams to document activities on existing social media accounts and web sites.
- Support community relations and client care coordination.
- Work with Presbytery Business Manager to collect all fees and donations to the hosting site.
- Travel to work sites to check on volunteer work teams as appropriate.
- Be the on-call person for emergencies within the team and other unexpected events or situations.
- Attend Presbytery Flood Recovery Team meetings to report on hosting site activities.
- Preach weekly (two churches per week with 5th Sundays off).
- Help develop special worship and fellowship services.
- Moderate session at four churches.
- Provide pastoral care as needed.
- Strategize with area churches to implement mission, goals and strategize new ways to reach out to their communities.

Qualifications

- Demonstrated empathy for people in disasters.
- Experience with disaster related activities.
- Proficient computer skills including experience with Microsoft Office products.
- Effective public relations skills.
- Excellent administrative skills.
- Demonstrated flexibility in changing circumstances.
- Ordained or working toward ordination in the PCUSA or partner denomination.