



**Job Title:** Ministry Supervisor

**Reports to:** Community Director

**Summary of Role:** Creatively implement and structure ministry to achieve the mandate of UPT.

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## Key Responsibilities

### 1. Ministry (60% attention)

- Establish and cultivate relationships with children, youth and their families in your community
- Seek out opportunities to serve at local schools and community centers
- Lead the ministry planning and program development in the following primary opportunities
  - *Daily afterschool program during the academic school year*
  - *Summer day camp program (6 weeks)*
  - *March Break Program (Daily)*
  - *Weekend excursion and retreats*
- Ensure safe practices in program environment in accordance with UPT Policy & Procedures including written materials required, Public Health and Safety and Kitchen Safety Standards
- Utilize your gifts, talents and passions to serve your community and organization.

### 2. Leadership & Discipleship (20% attention)

- Model personal leadership habits that set a positive standard for your team
- Build and lead a program team which includes Program Directors, StreetLeaders, Volunteers and short-term missionaries
  - Interview and hire new team members
  - Train, coach, and disciple program team
  - Communicate expectations, roles and responsibilities for each team member
  - Lead team meetings to set objectives, review plans and evaluate team performance
- Maintain local partnerships with Churches, community agencies and organizations

### 3. Deputation (10% attention)

- Build a team of prayer and financial contributors to support you as a missionary
- Produce a communication plan for donor care
- Track support through deputation reports and personal tracking
- Support UPT Events

### 4. Administrative Systems (10% attention)

- Manage Files of participants and staff
- Manage systems and structures to ensure that your ministry operates smoothly
- Report statistics, expenses and other procedures of program as outlined by Community Director