



PO Box 27
2330 Hinton Center Road
Hayesville, NC 28904
(828) 389-8336
TF (866) 389-8336
Fax (828) 389-3279
www.hintoncenter.org

Mission Outreach of Hinton Rural Life Center seeks to impact the lives of individuals, small groups, congregations, and local residents through its safe and healthy home repair ministry. Hinton Center engages in this ministry in ways that encourage, teach, and transform as we are in ministry with our neighbors. Through summer missions, Hinton Center equips college-age young adults to live out their faith, to build formative relationships, and to serve, leading groups in home repairs, firewood and garden ministry, and facilitating programming and activities, both on and off the worksite. Applications are available on the Hinton website (www.hintoncenter.org). Hinton Center is a drug free workplace.

Field Manager of the Summer Missions Outreach Program assists Construction Ministry Coordinator in overseeing and coordinating all worksite activities during the Summer Mission Outreach Program. Field Manager manages supplies and tools for many different projects as well as coaches and teaches Service Ministry Leaders in basic construction skills and worksite management skills. Field Manager works to improve the organization of the different worksites and to enable ministry partners* to accomplish the tasks at hand with success. Field Manager empowers Service Ministry Leaders to be passionate, hardworking, motivated, enthusiastic, organized, cohesive, and Christ-centered. This position is a summer position, beginning with training on May 19 and going through July 31, 2020. Field Managers are required to live on campus (separate accommodations from the mission teams) through the summer program. Housing and most meals are provided.

**Ministry partner describes the volunteers who serve at Hinton during a mission week.*

Requirements:

- Must be over the age of 18 (college students with a minimum of one year completed or one year outside of high school)
- Must obtain CPR and First Aid certifications
- Excellent communication skills and leadership ability
- Creative, compassionate and enthusiastic as a problem-solver and decision-maker
- The desire to serve God, our neighbors (homeowners), and the summer missions volunteers (youth and adults)
- Ability to work independently and with a team
- Be available to work throughout the summer and stay on-site at Hinton Center, including an intensive training
- Organization skills
- Must be flexible, positive and motivated
- Basic home repair knowledge is preferred

Responsibilities:

- Manage and participate in worksite coordination and be involved in all group activities

- Visit and foster relationships with individuals or families in their homes prior to beginning work on the sites, during a work week, and after work is complete
- Lead and encourage ministry partners and provide a nurturing, supportive, Christian environment
- Teach and live out our ministry goals: engaging in mission, understanding poverty, caring for creation, loving neighbors, connecting to God, and appreciating Appalachian culture
- Learn different construction and site management skills
- Maintain a safe work environment
- Daily give attention to loading/unloading, organization and use of tools and take tools out of service that are malfunctioning and/or present a safety issue in any way
- Regularly instruct ministry partners and employees on safe operating procedures and provides appropriate personal protective equipment for use.
- Participate in and/or lead devotionals, programming, and/or evening worship, as needed
- Abide by all standards outlined in the staff manual and covenant set by the summer ministry staff
- Share equally with staff in the creative process of planning, leading, and setting up activities such as worship services, devotions, evening programming, and other activities
- Complete daily and weekly paperwork in a timely manner
- Share in communication and tool shed/materials operation

Application Process:

1. Send completed application and cover letter to Rev. Dawn Livingston, Hinton Center, PO Box 27, Hayesville, NC 28904 or dawn@hintoncenter.org by February 15, 2020.
2. Conduct an initial interview with Hinton Center's Service Ministry Leader hiring team. We will set up face-to-face or Skype interviews, as necessary. Interviews will be completed in February/early March 2020.
3. Service Ministry Leaders will be notified by mid-March 2020.
4. Training begins May 19, 2020 and summer ends July 31, 2020 (You will have an opportunity to tell us if you need any time off during the summer).