

## Crisis Chaplaincy *Staff Chaplain*

*The Crisis Chaplaincy staff chaplain, reporting directly to the Executive Director, serves on a team to coordinate program operations for the organization, overseeing articulated growing mission driven programs, and coordinating and cultivating volunteers to carry out those program activities.*

### Program Responsibilities

*The Crisis Chaplaincy staff chaplain program leadership responsibilities include results-effective organizational and spiritual leadership, ensuring best practice for Chaplaincy operations, staff, programs, and effective execution of its mission.*

- Coordinate effective daily operations of *Crisis Chaplains* program
- Coordinate/participate in crisis callout and critical incident response.
- Schedule and ensure coverage of all *On-call Crisis Chaplain* shifts.
- Be available to respond to crisis call-outs.
- Staff Chaplain Pastoral duties, to include: Scene response, duty-chaplain duty, CISM, visitation, spiritual direction, sacramentals, counseling, preaching, weddings, funerals, and all other pastoral ministry.
- Serve agencies & community to grow relationships, ministry opportunities, and volunteer base, or other locations as needed.
- Develop and maintain liaison and peer support contacts per agency
- Conduct personally two ride-alongs per week and two station visits per week, evenly rotating agencies, riding with different personnel each time to ensure coverage (Additional visits may be with repeat personnel according to pastoral needs).
- Submit Ministry Activity Stats and reports
- Co-coordinate first responder support groups as assigned.
- Coordinate the *Field Assignments*
- Ensure volunteers fulfill their ministry role expectations.
- Coordinate, plan, and implement Chaplaincy crisis response and special first responder projects, ensuring mission focus and excellence of delivery, as assigned.
- Ensure the efficiency and effectiveness of daily administrative, volunteer onboarding and leadership, and organizational processes, expectations, and activities.
- Cultivate volunteer passion through faithfulness to an articulated, focused mission.
- Participate/lead Chaplaincy training programs.
- Teach, inspire, and provide accountability of volunteers to CCC mission and policies.
- Speak, present, and represent the CCC at designated public events as assigned.
- Wear Chaplaincy approved uniform items.
- Maintain a positive public attitude, communicating positive purpose of Chaplaincy through each interaction.
- Maintain a public and social media presence that is a positive representation of the Chaplaincy mission and your public role as a chaplain.
- Maintain the strictest of confidentiality in your work as a chaplain, understanding that you serve this agency as a mandated reporter.
- Participation in community networking activities to increase Chaplaincy awareness, branding, and program accessibility in the community, to include but, not limited to, the attending of meetings and the leading of presentations.
- Participate in active spiritual development and self-care, maintaining a schedule permitting a personal Sabbath time.
- Report to the Executive Director, identifying, assessing, and informing the Executive Director of internal or external information, issues, incidents, or special events related to agencies or the community that are pertinent to the organization or our community cognizance.
- Ensure vehicles, radios, and equipment assigned are maintained and turned in promptly for repair/PM.

**LIGHT + HOPE**

- Utilize financial and administrative best practices, adhering to Chaplaincy administrative policies and staff handbook, and direction from the Executive Director and board of directors.
- Fill in as directed when Executive Director is away.
- All other duties as assigned.

### **Required Qualifications**

- Excellent communication, grammar, and classroom presentation
- Excellent computer skills: email, Powerpoint, Word, etc.
- Maintain soft skills conducive to the public role of a chaplaincy representative, community leader, and the mission of the agency in all settings.
- Must have freedom to work flexible schedule or respond immediately to the needs of the mission, including coordinating pop-up events (these can occur outside normal work hours).
- Must be able to pass background check
- Drivers license

### **Preferred Qualifications**

- 5+ years of program/project coordination experience
- 5+ years of training and volunteer leadership experience
- Experience writing and teaching curriculum
- Formal spiritual training/experience: Clinical Pastoral Education, college, seminary, or ordination, etc.

### **Application Process**

If you feel called and qualified for this position, please complete a cover letter explaining why you would be a good match for this position and mission, and answer the questions below. Thank you for your interest in the ministry of the Coastal Crisis Chaplaincy!

- 1) Describe how you would express your distinctive faith beliefs through your work in the CCC, our pluralistic community, and secular settings.
- 2) What are your personal practices to continue your own spiritual growth?
- 3) Describe your experience/calling to program leadership.
- 4) What has been your experience/calling in developing personal relationships with volunteers and community leaders.

Please email a copy of your resume and the cover letter to [Chaplaincy@CoastalCrisisChaplain.org](mailto:Chaplaincy@CoastalCrisisChaplain.org). Thank you!