



INTERNATIONAL MINISTRIES

Director of MK Care Job Description

Business (Specific) Job Title:	Director of MK Care	Department:	Missionary Personnel and Services (MP&S)
FLSA Category:	Exempt	Exemption Category:	Professional
Reports To:	Director of MP&S, Sharon Smart	Supervises/Directs:	None
Primary Location:	Valley Forge, PA	Remote/Telecommute:	Occasionally
Status (Full or Part Time):	Full Time	Work Schedule:	M-F Regular Office Hours
Pay Status (Salary or Hourly):	Salary	Pay Frequency:	Semi-Monthly
Benefit Eligible:	Yes, with 20% cost share	Grade Level:	13

Summary:

The Director of Missionary Kid (MK) Care is responsible for directing a program at International Ministries (IM) that cares for the children of missionary families. This individual will form professional relationships with missionary families and is part of the Missionary Personnel and Services (MP&S) team. The MK Care program includes involvement with MK's during their parents' missionary service as follows: 1) Screening and preparation for endorsement to missionary service, 2) Cultivating an intimate and functional family unit during missionary service, 3) Providing MK programming during IM events, and 4) Providing counseling during cross-cultural transitions or otherwise as needed.

This individual has responsibilities in the following areas:

- Maintaining effective communication and relationships with all IM MKs and their parents.
- Supporting the missionary parents as the primary caregivers of their own children.
- Providing IM Executive Staff general knowledge about and advocacy on behalf of MKs, especially with regards to their specific life experience as Third Culture Kids (TCKs).
- Assisting MKs in cross-cultural transitions: pre-field, on the field & reentry.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. General

- Support missionary families in their role as primary caregivers for MKs
- Advocate with IM Executive Staff, Area Directors, and Director of MP&S concerning the needs of missionary families and MKs.



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- Support IM conferences and regional gatherings with MK programming - providing counseling for MKs and families, if needed.
2. Missionary Candidate Screening
 - Participate as a member of the missionary candidate screening panel.
 - Interview and evaluate children of potential candidates for fit on the mission field.
 - Conduct home visits for potential missionary families, as requested.
 - Communicate with the Center for Ministry Directors regarding family & MK issues.
 3. Pre-Field Orientation
 - Introduce parents to critical MK issues at Endorsement Orientation.
 - Debrief MK experience at cross-cultural orientation with pre-assignment families.
 - Meet with parents to plan for transitions at Assignment Orientation.
 4. Conference for Missionaries
 - Serve on the Conference for Missionaries (CFM) Planning Committee.
 - Plan, coordinate and implement age-appropriate MK programming for CFM.
 - Coordinate, train and supervise the MK Care Team for CFM.
 - Advise and serve as a resource for parents at CFM regarding MK issues.
 - Follow-up during the rest of the re-entry process.
 5. Communication and Relationship Building
 - Develop and maintain professional personal relationships with MKs by communicating with them on a regular basis (e.g., via e-mails, Snap Chat, Facebook, text messaging, phone calls, birthday cards, Christmas cards, graduation gifts, care packages, visits etc...)
 - Respond promptly to MK e-mails and media messaging.
 - Maintain MK data listings.
 - Assist MKs in cross-cultural transitions: pre-field, on the field & reentry.
 - Visit MKs and their families on the field.
 - Visit MKs on their respective college campuses.
 - Attend and participate in regional missionary retreats.
 - Correspond with parents regarding MK needs.

International Ministries provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International Ministries complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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- Design and monitor networking among MKs.
6. MK Education
- Assist families with educational concerns on the field and provide resources, as needed.
 - Serve as a resource for missionaries regarding schooling and curriculum options.
 - Inform MKs and their parents about resources and assistance for college via a college prep packet.
 - Establish and maintain information on ABC-related colleges and available scholarships.
 - Initiate contact with graduating high school senior MKs about pre-college reentry seminars.
7. Guidance and Counseling
- Counsel MKs regarding personal growth, relationships and cultural adjustments.
 - Provide confidential counseling for MKs.
 - Research and maintain currency regarding MK and TCK issues.
 - Establish and maintain an appropriate resources library and bibliography of books and articles on TCK, parenting, family and educational issues.
 - Coordinate the pastoral care of MKs with others providing member care for missionary families.
8. Mission Education
- Educate churches by building awareness of MK needs.
 - Equip churches to develop long-term meaningful relationships with MKs and their families.
 - Connect with and be a resource person for the Mission Partnership Teams (MPT) regarding MK issues.
 - Write, edit and produce appropriate materials regarding MKs
9. Critical Thinking, Decision Making, and Resources
- Choosing leadership and planning curriculum for MK orientation and reentry conferences.
 - Managing effective use of MK program funding and travel budget.
 - Meeting significant short-term counseling needs of MKs and/or their parents.
 - Solicit prayer, experience, and input from Center for Ministry directors, MK Caregiver colleagues, and IM staff colleagues.
 - When necessary, advocate for changes in the MK section in handbook for Standard and Special Appointment Mission Personnel.



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Non-Essential Functions:

The following functions are important to this position but may occur less frequently and are required to perform any other duties that may be assigned on an as needed basis. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

1. Support other IM teams when applicable in coordination with MK Care.
2. Participate with IM colleagues in team building activities.

Qualifications and Required Knowledge, Skills, and Abilities (KSAs):

Education, License, Certification

- Bachelor's degree in Counseling, Education (elementary and/or early childhood), Youth Ministry or related field required.
- Master's degree in Education, Counseling, Christian Education, or Youth Ministry preferred
- International cross-cultural experience as a missionary or MK required.

Experience (job-related)

- Minimum of three years working in a related field with young people from birth through college, with major emphasis on the schooling years (e.g., school teacher, Christian Education Director, or Youth Minister).
- Minimum of five years' international cross-cultural experience as a missionary or MK required.

KSAs

- Knowledge regarding the particular needs, benefits and challenges of MKs.
- Sensitivity to culture and its effects upon the individual's sense of values and worldview.
- Ability to counsel MKs and to refer cases to professionals, as needed.
- Good verbal and written communication skills.
- Experience in curriculum development and administration of finances, and managing people.
- Ability to work effectively in a team and in a multi-cultural, collaborative organizational environment.



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- Knowledge of ABC and IM required.
- Member of an ABC church preferred.
- Proficiency in use of social media.

Work Environment and Physical Demands:

This job functions in a professional office environment that routinely uses standard office equipment such as laptop computers, photocopiers, telephones, etc. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This job function also requires travel in the USA and around the world. The employee must have the ability to navigate different modes of transportation, housing and food. The employee must be able to lift 50-lb luggage and ride for hours on intercontinental flights.

Reasonable Accommodation for Disability

Any employee, who believes that a reasonable accommodation is required for purposes of federal or state disability law is required to contact Human Resources to begin the interactive exchange process.

Travel and Over Time governed by FLSA (Fair Labor Standards Act):

This position is expected to travel 25% of the time. Exempt and Non-Exempt FLSA Categories have different standards applicable to travel and over time. Please seek specific guidance from the Supervisor and Human Resources for employee policy and best practices.

Disclaimer:

The information provided in this Job Description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees that are assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract. Please refer to the Offer of Employment which may outline additional specific qualifications and requirements in the employment agreement or contract.



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IM expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of IM's employees to perform their job functions will not be tolerated.

Date of Last Revision: December 19, 2016

This job description has been approved by all appropriate levels of management. The Employee signature below constitutes employee's understanding of the requirements, essential/non-essential functions and accountability of the position.

Acknowledgment / Approval

	Name	Signature	Date Signed
Employee:			
Supervisor:			
Human Resources:			