

City Services Manager

Urbana (Operations Team)

Position Description

Supervised by: Urbana Associate Director of Operations - Systems

Supervises: Airport Arrival-Departure Coordinator, Charter Bus Coordinator, Local Transportation Coordinator, Walking Guide Coordinator

Status: 30 hours / Full-Time / Exempt (4/2/18 – 1/31/19)

Location: Preferred: Madison, WI

Possible consideration of non-Madison location

To advance the purpose of InterVarsity, this position will manage multiple relationships with services provided by agencies in the city of St. Louis. This includes overseeing the Transportation Team as they plan for airport arrival and departure, charter bus arrival and departure, St. Louis Metro system transportation and on-site pedestrian traffic transportation services for the Urbana team. It also includes working with the America's Center and the city of St. Louis to provide a safe and secure environment for participants throughout the conference.

MAJOR RESPONSIBILITIES

Spiritual Growth:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Develop and implement the Urbana 18 City Services Plan:

- Design the Urbana Transportation Plan, including
 - Airport Arrival/Departure
 - Charter bus Arrival/Departure
 - Charter bus luggage redistribution
 - St. Louis Metro system pricing for participants
 - St. Louis Metro system schedule during Urbana 18
 - Walking Guide plan
 - On-site transportation system for Urbana team
- Formulate a ride request system for appropriate on-site teams
- Work with the St. Louis Metro in designing payment system for participants use on the Metro system
- Design an on-site parking plan
- Collaborate with the Charter Bus Coordinator to develop on-site plan including arrival, departure and parking for Charter Buses
- Coordinate with the Airport Arrival/Departure Coordinator to provide for transportation needs to and from the airport
- Collaborate with the St. Louis CVB and local restaurants to ensure effective lunch coverage
- Ensure effective pre-conference communication with participants and staff regarding on-site transportation

Effectively develop and manage City Services Team:

- In partnership with Associate Director of Operations, recruit and develop select City Service team members
- Ensure effective communication between Airport Arrival-Departures Coordinator, Charter Bus Coordinator, Walking Guide Liaison, and Local Transportation Coordinator
- Communicate expectations to team
- Maintain budget, managing expenditures and ensuring appropriate accounting
- Ensure effective execution of overall on-site transportation plan
- Appropriate closure and thank-you's made to individuals
- Provide other services related to this position as necessary

Collaborate on security and safety plans:

- Consult with the different security and safety teams in St. Louis regarding the security plan.

Contribute to the effectiveness of the Urbana Operations Team (UOT):

- Partner effectively with other members of the Urbana team
- Participate in UOT, Urbana Program and other pertinent Urbana meetings as requested
- Provide feedback to the UOT from constituencies within and without InterVarsity, particularly as this feedback impacts planning, decision making and problem solving
- Communicate UOT plans and decisions to constituencies within and without InterVarsity in a way that fosters understanding and partnership
- Travel to leadership meetings as needed

Ensure compliance with Associate Director of Operations - Systems guidelines:

- Submit requested reports to Associate Director of Operations – Systems on time
- Prepare a complete final report on the City Services area by the agreed upon due date

Developing a 10% funding base:

- Develop and manage a donor base
- Communicate with donors at least quarterly

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Shared value in the mission of Urbana – *To compel this generation to give their whole lives for God's global mission*
- Bachelor's degree preferred
- Education and/or experience in transportation preferred
- Ability to create new systems and problem solve in the moment strongly preferred
- Familiarity with St. Louis and surrounding communities preferred
- Attendance at a previous Urbana conference preferred
- Open to learn new concepts, methods and skills
- Demonstrated ability and commitment to work effectively in a diverse team environment
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop consistent procedures for doing work
- Ability to work under the pressure of deadlines
- Ability to organize people, events, and details
- Ability to work with and across teams
- Effective oral and written communication skills
- Ability to maintain accurate records and files
- Attendance at Urbana is required

City Services Manager InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)