

# Project Director - Job Description

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**Mennonite  
Disaster  
Service**

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**JOB SUMMARY:** The Project Director is responsible for the long-term planning and day-to-day operations of the project, including volunteer management, construction, and community relations.

**ACCOUNTABILITY:** Reports to the volunteer or staff person with overall responsibility for the project (this is typically a Unit Leader, Region Leader, Director of Field Operations, or Director of Canadian Operations).

## **TASKS:**

### **Volunteer Management**

- Provide leadership to all Leadership Volunteers and Weekly Volunteers on the project.
- Monitor all volunteer positions at the project and make sure everything is functioning properly. Deal directly with individuals regarding issues and concerns.
- Establish and maintain clear communication and expectations to achieve goals by having Leadership/Long-Term team meetings, Weekly Volunteer orientations, and personal interaction with all volunteers.
- Establish an environment of teamwork to meet expectations for quality construction, food services, and relationships.
- Work with the Office Manager to ensure that appropriate MDS financial and accounting procedures are followed and properly reported.
- Respect people's professionalism and utilize their expertise as appropriate.
- Coordinate weekend group activities for all Leadership/Long-Term Volunteers, including local church attendance.
- Assign someone to be responsible to fill morning devotions, weekly guest visits, and cleanup duties.
- Work with the Construction Supervisor and Crew Leaders to ensure safety on the job site through weekly orientation, daily site supervision, and providing adequate supplies.

### **Construction**

- Determine which jobs to sign on, complete Job Cards, and record construction progress on all jobs and communicate that information to the person with overall responsibility for the project.
- Oversee the construction process to ensure good quality work is completed in a timely manner.
- Perform the duties of the Construction Supervisor, if one is not present.
- Negotiate sub-trades (contracts).

### **Community Relations**

- Work with the community as a liaison between the Long Term Recovery Group and MDS. Attend and participate in meetings.
- Establish and maintain good relationships with local government and community leaders who may not be part of the Long Term Recovery Group.
- Work with the Recovery group to develop meaningful work for the current and future project.
- Take time to listen to stories, show empathy and respect.

# Project Director - Job Description

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## General

- Consult with Project Coordinators in decisions regarding case load, client selection, MDS camp site and partnership agreements, keeping in mind MDS workload and capacity.
- Strive to use prudent financial management to prevent cost overruns and to provide funding agencies with accurate documentation.
- Ensure the cleanliness of MDS camp facilities.
- Model humility, modesty and servanthood.
- Model sensitivity to cultural and religious diversity of volunteers, homeowners and community.
- Assist with other tasks, as requested (eg. cleaning, running errands, etc.)

## JOB QUALIFICATIONS:

- Must be a Christian and active participant in a church
- Proven Christian servant leadership skills
- Previous experience on an MDS project preferred
- Effective interpersonal skills
- Basic understanding of construction preferred (required if serving without a Construction Supervisor)
- Good communication skills
- Ability to delegate tasks
- Problem-solving skills
- Good time management
- Flexibility & patience
- Positive attitude, enthusiasm, sense of humor
- Team player, team builder
- Be a source of encouragement
- Safe driving record