



JUNGLE KIDS
FOR CHRIST
Empowering Children

Job Description for a Short-term Teams (STT) Coordinator

- Job Title – Short-term Teams Coordinator
- Job Summary – Jungle Kids for Christ (JKC) is a growing ministry whose goals are to empower children of the Ecuadorian jungle through education, values, and leadership for God’s glory. Throughout the program year, JKC hosts many Short-Term Teams (STT) that come to help provide programs for our students, provide the manpower needed to complete ongoing construction/maintenance needs, and offer encouragement and energy to the ministry. The STT Coordinator will be the lead person in Ecuador, hosting, providing guidance, coordinating logistics, and scheduling programs for teams. The coordinator is responsible for creating a safe trip environment that provides opportunities for team growth, empowers the people they serve, and advances God’s Kingdom. We are looking for a passionate, well-organized, and self-motivated individual who is interested in a cross-cultural ministry and excels at interacting with and communicating with a diverse group of people.
- Responsibilities and Duties
 - Planning and executing the hosting duties of all teams that visit and serve with JKC.
 - Lead communication between JKC and team leaders.
 - Plan and organize team schedules in Ecuador, considering the school calendar, basketball calendar, holidays, flights, other needs, etc.
 - Make lodging, transportation, and food reservations and accommodations.
 - Communicate per diem costs with team leaders.
 - Maintain expense reports to keep track of team spending.
 - Provide support to team leaders as they plan and prepare to serve on-site.
 - Communicate and mobilize the missionaries, staff, and personnel in Ecuador.
 - Organize a strong follow-up and review process for each team season, including evaluating trip fees and overall experience.

- Brainstorm ideas for future teams.
- Make connections with additional hostels and tourism locations.

- Qualifications and Skills
 - Fluent in Spanish or willing to learn Spanish.
 - Strong communication and organization skills.
 - Minimum 2-year commitment (plus language training, if applicable)
 - Must be at least 21 years of age.
 - Must be able to work within a team and be a people person, as you will be interacting with many people from the U.S. and Ecuador.
 - Agree with our statement of faith and abide by our code of conduct.
 - Must raise your own support (avg \$15,000 per year)
 - Any prior experience with STTs is preferred.
 - Must be flexible and willing to experience new things.