
**INTERNATIONAL
SPONSORSHIP DIRECTOR**

Position Assignment

Title: International Sponsorship Director
Organizational Unit: International
Recruited by: Vice President International Ministry
Approved by: President and CEO

Working Relationships

Reports to: Vice President International Ministry
Supervises: International – Administrative Assistants, STCH Ministries Contract workers in Dominican Republic and El Salvador (Samuel’s Fund/CLEP Children’s ministry Director)
Staff Team: Vice President International Ministries, Director of International, Administrative Assistants, and all STCH Ministries staff (including Contract Workers)

Basic Functions

The International Sponsorship Director at STCH Ministries plays a front-line role in providing expertise and guidance to all STCH Ministries International sponsorship locations. The Director helps to develop and lead a program which will encourage social, behavioral, personal, and spiritual growth for children, families, caregivers and staff of schools and orphanages through consultation, training, and education. The Director is responsible to evaluate and make recommendations to improve and support the needs of children in our sponsorship programs, and in our partnering ministries.

Basic Responsibilities

1. To supervise and provide support for contract workers who manage the day to day operations of the International sponsorship program
2. To assist in the efforts of the sponsorship program goals which are to help develop children holistically through providing basic needs such as education, food, clothing, etc.
3. To help implement Samuel’s Fund standards for the selection and evaluation of children, and communication with sponsors
4. To travel internationally for on-site visits on a regular basis; in consultation with the Vice President of International

Position Description

STCH Ministries



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5. To provide training and resources to the international families and the leadership of schools, orphanages, and churches
 6. To encourage and assist in communication between sponsors and children, translating as needed; as well as connecting sponsored children with sponsors that visit on mission trips
 7. To communicate weekly successes, stories of interest, problems, and needs to the Vice President of International and Samuel's Fund/CLEP contract workers in order to facilitate effective working relationships and delivery of services.
 8. To be responsible for maintaining a current list of available Samuel's Fund children to sponsor, on the website, and sending documentation to interested sponsors about the Samuel's Fund sponsorship program
 9. To supervise the accurate transfer and use of funds donated for the children and sponsorship ministry needs
 10. To be responsible for the Samuel's Fund annual reports and official Christmas pictures and letters on a timely basis.
 11. To represent STCH Ministries and the Samuel's Fund Sponsorship program effectively, with integrity, and work harmoniously with the International team including all other STCH Ministries staff
 12. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for International Sponsorship Director.

Employee Signature

Date

Employee Supervisor Signature

Date