

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION - Rockford**  
POSITION DESCRIPTION

**POSITION**

Hispanic Ministries Director

**DEPARTMENT MISSION**

To support the mission of The Salvation Army through effective ministries and outreach to the Hispanic community in the Rockford area.

**OUTCOMES**

Will initiate and maintain an outreach ministry directed to the surrounding Hispanic Community, in a culturally sensitive and language friendly response, to unmet needs in the name of Christ through worship, evangelism, fellowship, discipleship, and ministry under the general supervision of the Corps Officer or other assigned supervisor.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Lead the Hispanic Program for the Rockford Temple Corps.
  - a. Provide direction in developing a strategic plan of outreach to the Hispanic community.
2. Conduct home visitation.
  - a. Initiate and maintain a targeted visitation strategy in areas of Hispanic population concentration
3. Assist with spiritual counseling the work of evangelization and public meetings.
  - a. Provide translation.
4. Manage of statistical information and preparing all reporting required by the Corps and Division.
5. Act as the liaison for the various Hispanic meetings held by the Division including the Metropolitan Division Latin/Hispanic Council.
6. Provide opportunities for fellowship and study within Hispanic Small groups.
  - a. Lead and teach Sunday School classes, midweek Bible Study and other fellowship opportunities in Spanish.
  - b. Ensure transportation of individuals to various appointments and meetings.
7. Integrate Hispanic members into Corps Worship through encouraging Spanish speaking members to attend.
  - a. Translate messages into spanish
8. Develop Educational ministries - ie., after-school tutoring programs, summer reading programs, adult English as Second Language (**ESL**) classes, Spanish as Second Language (**SSL**) for English speaking Corps members, **GED** preparation courses, Spanish Literacy, etc.

9. Teach recruits (membership) classes for Spanish speaking attendees
10. Integrate Hispanic members in weekly adult and youth programs.
  - a. Provide leadership and/or recruiting Spanish speaking leadership to help lead programs.
11. Participate in bridging Spanish speaking clients into Corps programs from Social Services and external ministries.
  - a. To provide translation.
12. Provide and/or collaborate in other Corps activities as assigned.

## **COMPENTENCIES**

### AFFECTIVE:

A personal commitment to the mission of the Salvation Army and a passion for cross-cultural ministry.

### BEHAVIORAL:

Demonstrate sound judgments in decision-making adhere to established guidelines and procedures.

The ability to take initiative and utilize sound judgment in decision making.

A flexible style that also displays a willingness to learn.

An excellent attention to detail, procedures, processes and policies.

A demonstrated ability to manage projects, priorities and programs.

A communication and management style that exhibits the principles and values of the Army as well as fosters team relationships, maintains confidentiality and effectively communicates information.

### COGNITIVE:

Maintain and develop a working knowledge of the surrounding Hispanic community.

Requires the ability to communicate fluently in both English and Spanish in oral and written form.

An understanding of PC based systems and office procedures.

A "hands-on" knowledge of how to effectively work with diversity in the workplace.

## **EXPERIENCE**

**Minimum of a High School degree with a BA/BS preferred.** Cross-cultural training or experience also required.

## **PERFROMANCE MEASURMENTS**

This individual will be evaluated on how effectively the outcomes of this position are achieved as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

**REPORTING RELATIONSHIPS**

This position reports to the Rockford Temple Corps Officers and may supervise volunteers as needed.

This individual relates to, and interacts with, a wide range of contacts both within and outside The Salvation Army and in these contacts, they act as a representative of the Army and its mission.

**POSITION LIMITATIONS**

This individual will not commit Army resources that have not been allocated or approved.

This individual will not fail to keep the Corps Officers informed on all critical issues relating to his/her area of responsibility.

This individual will not fail to adhere to all policies and procedures, as well as the position statements of The Salvation Army in carrying out the responsibilities of this position.

**MEMBERSHIP REQUIREMENT**

This position has an essential role in fulfilling the full mission of the Salvation Army. Because of the integral nature of this responsibility, the must be an active member of the Corps.

**COMPENSATION**

Grade Level: Exempt/FT

**SIGNATURES**

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Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

Date: 10/07

Date Revised: