



# Appalachia Service Project, Inc.

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ASP@ASPhome.org *e-mail*

## Job Description

### Chaplain

The Appalachia Service Project, Inc. (ASP) is a Christian ministry, open to all people, that fosters human development by addressing the housing needs of central Appalachia. ASP is a not-for-profit 501(c)(3) organization. Using the skills and efforts of thousands of volunteers as well as both part-time and full-time staff, ASP provides housing services to low-income households in the Central Appalachian regions of West Virginia, Virginia, Tennessee, and Kentucky.

Persons desiring employment with ASP must have a personal commitment to the Christian faith and service to others. ASP does not require, as a condition of employment, membership in or profession of a specific denominational theology. ASP goes to our brothers and sisters in a spirit of Christian love and service and accepts them right where they are, just the way they are. ASP expects each employee to be an example of this standard of Christian service.

ASP is an equal opportunity employer. No one will be discriminated against because of race, religion, creed, color, gender, age, sexual orientation, veteran status, or disability. Employment decisions will be based solely on qualifications for and the ability to perform the duties of the position for which employment is sought.

### Specific Conditions

#### Overview

The Chaplain travels within the four state regions of Kentucky, Tennessee, Virginia, and West Virginia, within ASP's summer home repair program. Responsible to the Director and staff of the Home Repair Ministries Summer Program, the Chaplain provides; spiritual consultation to all of ASP's partners, programming assistance, consultation on faith related training sessions, and miscellaneous administrative duties related to ASP's spiritual components. The Dump Truck Driver works directly with the Home Repair Ministries Department (HRMD) and summer center staffs to complete these tasks.

The Chaplain works forty hours per week for ten weeks. Large amounts of travel and irregular hours are required and, the Chaplain will work with the HRMD to create a workable schedule, which will change week to week.

#### Responsibilities

- Consult members of the HRMD on faith related training, midsummer, and wrap-up sessions: possibly create and conduct some of these sessions

- Whenever reasonable, meet with any ASP partners who have requested a meeting or whom the HRMD has asked the Chaplain to meet with (volunteers, group leaders, summer staff, families ASP serves, etc)
- Be available to ASP partners, particularly summer staff, to discuss spiritual issues over the telephone. Possibly coordinate regular telephone or email discussions with larger groups of staffers regarding spiritual issues.
- Refer any summer staffer who requires professional help to the HRMD and the ASP on call therapist
- Work on updating or creating programming resources, such as the Evening Gathering Manual, pre-trip preparation sessions, and volunteer or staff devotional materials
- Pursue a partnership between Duke and ASP to find funding and applicants who would serve as ASP chaplains in the future
- Visit various summer centers throughout the workweek or summer
- Initiate weekly contact with the Director of Home Repair Ministries Summer Program
- Submit an evaluation/report on the Chaplain position, including data or suggestions for how to improve the spiritual aspects of the summer program
- Adhere to all policies and procedures of the Appalachia Service Project, Inc. as listed in the employee manual, policy statements, and other documents

### **Qualifications**

#### ***Required***

- Desire to work in a Christian environment
- Responsible work habits including:
  - Reporting to work on time and working a full schedule
  - Notifying supervisor in advance of absences
  - Cooperating with fellow employees
  - Safe, efficient operation of equipment
  - Conservation of equipment, materials, and supplies
- Valid driver's license and driving record that is acceptable to ASP's insurer
- Strong desire to work with others regarding matters of their personal Christian Faith, especially as they relate to ASP's mission
- Possible extensive and late night driving
- Flexibility with work hours and days

#### ***Desirable***

- Experience working with volunteers, high school students, and college aged students
- Past ASP summer staff experience

### **Salary and Benefits**

- The starting salary for this position is \$3400 for the full ten-week summer.
- Vehicle use: ASP will provide a vehicle for official purposes only and in accordance with ASP's vehicle policy.

Hired Chaplain must sign and complete the following forms: background check consent form, W-4 form, I9 Form (to verify employment eligibility) and the appropriate state tax withholding form (if applicable) and return them to the ASP Headquarters address to the left (Attention: Phoebe Trepp). Failure to do so could delay receipt of paychecks.