General Conditions

The Appalachia Service Project, Inc. (ASP) is a Christian ministry, open to all people, that encourages living a Christian life of service 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 from around the country, 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, North Carolina, 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 in an effort to make their homes warmer, safer, and drier. 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.

Overview of Position as an ASP Chaplain

The Chaplain travels within the five-state region of West Virginia, Virginia, Tennessee, North Carolina, and Kentucky in which ASP hosts their summer youth volunteer program. Chaplains are responsible to the Director of Spiritual Programs. Chaplains provide spiritual consultation and support to summer staff and partners in service, programming assistance, and input on faith-related training sessions. Chaplains also complete miscellaneous administrative duties related to ASP’s spiritual components in coordination with the Ministries Department, summer center staffs, and the Director of Spiritual Programs.

In most placements, Chaplains can expect significant amounts of travel and irregular hours, including many nights and some weekends. Chaplains work with the Director of Spiritual Programs and the Ministries Department to create workable schedules which will change week to week. Travel and overnights will vary based on a number of factors based on placements and proximity to centers.

Key Responsibilities

- Be a compassionate listener and spiritual leader for summer staff members, summer volunteers, and families that ASP serves.
- Consult members of the Ministries Department on faith-related training, and create and conduct some of these training sessions for summer staff.
- Meet with ASP partners—volunteers, families ASP serves, etc., who have requested a meeting with a Chaplain.
• Be available to ASP staff and partners to discuss spiritual issues. This may include coordinating regular phone or email discussions with larger groups of staffers regarding spiritual issues.
• Refer any staff member or volunteer who requires professional help to the Director of Spiritual Programs and the ASP on-call counselors.
• Visit multiple summer centers throughout the week and lead devotions for the staff and (when possible) for the volunteers
• Initiate weekly contact with the Director of Spiritual Programming.
• Submit a post-summer evaluation 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 ASP as listed in the employee manual, policy statements, and other documents.

Qualifications
Required
• Desire to work in a Christian environment.
• Responsible work habits including:
  o Reporting to work on time and working a full schedule
  o Cooperating with fellow employees
  o Safe, efficient operation of equipment
  o 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.
• Flexibility with work hours and days.
• Willingness to adhere to ASP’s alcohol policy for employees.
• Clear background check.

Desirable
• Experience working with volunteers.
• Experience leading and working directly with high school and college aged students.
• Either graduated or currently attending Seminary or Divinity School.

Salary and Benefits
• Starting salary for full-time chaplains: $708.33 per biweekly pay period. This amount can vary for local or part-time chaplains.
• $30/week of Room & Board for any extra snack and drinks during the week
• 3 meals a day provided while staying at the summer centers
• A phone for all ASP-related calls
• A vehicle for official purposes in accordance with ASP’s vehicle policy

To Apply
The application and more information is available under the Chaplain tab on ASP’s Summer Staff Information (https://www.asphome.org/summerstaff) page.