



# Role Description for GoSendMe Global's TCK/TCY Care Coordinator

(Third Culture Kids/Third Culture Youth)

Memorandum of Understanding  
Prepared for  
Prepared by: GSM Executive Team  
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# TCK/TCY Care Coordinator (TCCC) OF GOSENDME GLOBAL (Third Culture Kids/Third Culture Youth)



## **Our Mission:**

“GSM is called to serve those who are serving Him.”

## **Our Vision:**

“Nationals reaching the nations and communities around the world transformed by the love of Jesus Christ.”

## **Job Overview:**

Serves and supports missionary children (TCK/TCY) and their parents who serve with GoSendMe Global (GSM) to ensure they are thriving, not just surviving. Reporting to the Missionary Care Director, the TCK/TCY Ministry Coordinator provides direct, daily, and ongoing care in a holistic, Spirit led manner. The position aids missionary children in fostering a deep personal relationship with Christ while developing their gifts and talents towards making disciples and coping with the cultural challenges being on the field brings. The ideal candidate will thrive in a fast-paced environment and is passionately focused on supporting the mission of the organization and *servicing those who are serving Him*, by providing a high standard of excellence and professionalism in the work that is produced and in conduct and spirit.

## **Objectives and Responsibilities:**

- Develop the infrastructure and team necessary to provide holistic quality care and relationships for each child and teen member of the families that serve with GSM.
- Develop the infrastructure and team necessary to provide support and additional resources for parents as they raise children and teenagers on the mission field.
- Invite people to partner with the Kingdom work of GSM as co-laborers and supporters.
- Be a resource to aid in the ongoing success of team building, working relationships and overall health of GSM.
- Provide consistent and extra-mile care as TCKs and TCYs experience life pre-field, on the field, and especially when faced with emergencies.
- Maintain the cause and voice for TCKs and TCYs as we develop the ministry of GSM.
- Help build a team of licensed, professional Christian counselors and therapists to aid in the application process for new missionaries with children and to care for those who need more than pastoral care.
- Develop training for volunteers geared toward both helping parents and mentoring children and teens.
- Utilize the home networks of missionaries, with their permission, as a resource from which to discover volunteers, and ensure that they are adequately trained and in communication with the TCMC each month.
- Develop opportunities for GSM TCKs and TCYs to build relationships with others who are experiencing similar life situations through virtual, in-person, and camp events.
- Facilitate and organize the resources of church family pastors, children’s ministers, and youth pastors from supporting churches remember these children and stay involved in their care.

## **Requirements:**

- Agree with and support GSM’s Statement of Beliefs, core values and mission objectives, both in the applicant’s professional and personal life.
- Possess a strong proficiency with a computer or laptop and be able to adapt to daily using Office software and email.
- 3+ years international mission field experience and working with children and youth.
- High school diploma required. Associate degree or bachelor’s degree in ministry is preferred.
- Be able to use MS Word, Excel, Outlook, PowerPoint, Adobe PD, etc.
- Strong competency in coordinating online video conferences over Teams Meetings and WhatsApp.
- Advanced communication skills (verbal, written, electronic) and superior phone skills.

- Multi-tasking ability and able to function under pressure and tight deadlines.
- Must have regular access to a minimum of 3mbps internet.
- Multi-tasking ability and able to function under pressure and tight deadlines.

**Compensation Details<sup>1</sup>:**

- The TCCC, like all GSM missionaries, is responsible for raising 100% of their required salary wage.
- The financial arrangements for the TCCC will be outlined specifically through both the application and candidate orientation process.
- The TCCC will be a W2 employee and will not receive 1099 earnings or be considered self-employed. Rather, he or she will be required to raise both the employee withholding and employer withholding percents payable to FICA.
- The TCCC who receives a wage for their living budget will be paid bi-monthly paychecks with the applicable taxes withheld. Special circumstances may be presented for consideration on pay schedules.
- Support raising training is provided, as well as tools to make the process as smooth and successful as possible.
- The TCCC will be required to work with their immediate supervisor to create and agree upon an annual living budget, starter ministry budget, reserve fund and launch fund.
- The TCCC must understand that GSM is a true not-for-profit and does not receive any funding from missionaries to put toward administrative costs or missionary expenses.

**Agreement:**

I have read, understand, and am in agreement with the role description, as best as I understand it from the information provided to me in this document. I have had the opportunity to have my questions regarding the role answered and explained where I did not previously understand or need clarification, and all points have been updated to my satisfaction as a result, if any changes were needed. By my signature below, I am submitting my request to be considered for this role immediately.

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>1</sup> Unless volunteering to fill the position.