



WE'RE HIRING

Mission Trip Program Manager

Location: Remote* | **Reports to:** President | **Posted:** October 2025

**preference will be given to candidates who can work from our office in the Chicagoland area*

About LeaderTreks

LeaderTreks is a youth ministry organization committed to developing student leaders through transformational mission trips, innovative resources, and deep discipleship experiences. We believe mission trips should be more than service—they should help students discover their identity and purpose in Christ.

Position Summary

LeaderTreks is seeking a passionate and experienced Mission Trip Program Manager to lead our national mission trip program. This role is ideal for someone who thrives in a high-energy environment, understands the spiritual impact of service, and has a heart for equipping students and staff to live on mission.

The Mission Trip Program Manager oversees all elements of our mission trip experience—including program design, staff recruitment, partner relationships, safety protocols, and quality control. If you think like a camp director but have a vision for missions, this role is for you.

Key Responsibilities

Trip Program Management

- Oversee all mission trip operations, systems, and logistics
- Ensure trips meet high standards of safety, spiritual depth, and partner satisfaction
- Collaborate with the LeaderTreks leadership team on program development and staff training
- Monitor and manage trip-related finances and budgets

Key Responsibilities (continued)

Partner Experience

- Cultivate relationships with church partners to ensure expectations are clearly communicated and consistently met
- Provide timely support: contracts, trip FAQs, documentation, and post-trip follow-up
- Ensure host sites are fully prepared (e.g., housing, showers, kitchens, work projects)

Team Development

- Recruit, interview, and help place college-age interns and summer trip leaders
- Train seasonal staff to lead trips with excellence and spiritual intentionality
- Collaborate with the Mission Trip Manager on staffing needs and summer assignments

Sales & Communication

- Assist the sales team with follow-up with interested churches and close trip registrations
- Promote other LeaderTreks resources during the sales process

Organization-Wide Contributions

- Align with LeaderTreks policies and values as outlined in the Staff Training Manual
 - Participate in regular team meetings and cross-functional collaboration
 - Support key operational areas such as website updates and basic accounting procedures
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Qualifications

- Strong leadership and organizational skills
- Experience in youth ministry, missions, or camp leadership
- Excellent communicator—both written and verbal
- Comfortable working in a collaborative and fast-paced environment
- Passionate about student discipleship, leadership and missions
- Willingness to travel as needed during the mission trip season

Think you're the right fit?

If you're excited to lead transformational mission experiences that shape students' faith and future, we'd love to hear from you. **Please send resumes to Doug Franklin, President (doug@leadertreks.com).**