



## MINISTRY POSITION DESCRIPTION

**POSITION TITLE: Area Director (AD)**

### ORGANIZATION OVERVIEW

YouthWorks is a nonprofit Christian faith based organization that's core purpose is to "help the Church be the Church by providing life changing, Christ centered resources for ministry."

### TEAM OVERVIEW

The Mission Team is responsible for initiating and maintaining partnerships in mission trip communities, facilitating ongoing site development and overseeing logistics and staff management for summer mission trips.

### POSITION OVERVIEW

The Area Director (AD) will be responsible for directing mission trips, building community relations, and supporting training, recruitment and marketing in their area. The AD will embody the values of YouthWorks as they train, mentor, lead, support and serve summer site staff.

### DUTIES AND RESPONSIBILITIES

#### A. Mission Direction and Supervision

- Responsible for the accomplishment of the YouthWorks Core Purpose in their assigned area
- Lead and manage summer staff and help process their mission experience

#### B. Fiscal Management and Supervision

- Fiscal budget of assigned area, including working with site staff, Regional Director and Director of Missions to oversee the integrity of expenditures
- Work with summer staff to maintain an attitude of stewardship throughout all YouthWorks activities

#### C. Mission Site Development

- Responsible for overall quality of community relations in their area through fostering ongoing contact with community leaders, advocates and friends
- Acquire summer housing and set up logistics for the area
- Identify and work with existing social services and ministries to create service opportunities for YouthWorks participants who serve in their area
- Provide follow-up and detail management to insure that all logistics of summer mission sites are set-up. This includes, but is not limited to: maintaining the database, and organizing and creating resources for site staff to use during the summer regarding community information.

#### D. Recruitment

- As instructed by Regional Director and/or Director of Missions, the AD will assist in recruitment of summer staff

#### E. Staff Training

- Assist the Director of Training and Programming in providing leadership and logistical support for training RAMPs for Site Directors and site staff
- Provide hands on leadership during Prep Week and Early Bird.



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### F. Safety and Risk

- Maintain YouthWorks standards of safety throughout area by providing proper training and ensuring accountability of all staff
- Inform appropriate Regional Director of any new risks that might arise at the mission site or community

### G. Additional Tasks

- Additional tasks which support the overall ministry of YouthWorks may be assigned

## POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing personal faith story and expressing of faith as part of regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks
- Strong leadership skills
- Excellent communication, organization, problem solving, delegation and interpersonal skills
- Demonstrate a commitment to excellence
- College degree and two years of ministry and/or equivalent work experience preferred
- Strong experience/understanding of youth ministry and short term missions
- Past summer staff experience required, preferably as a Site Director
- Self-starter with proven initiative

**REPORTING:** The Area Director reports to an assigned Regional Director and is a member of the Missions Team

**TRAVEL:** Varies by month during the year, including, but not limited to:

- September through May - approximately seven (7) to twelve (12) days per month including weekends
- June through August – extensive travel required in assigned area, including weekends

**HOURS:** Position is full-time, year round. Core hours for this position generally fall within daytime hours Monday through Friday. However, evening and weekend hours are required as operational needs necessitate, especially while travelling and during the summer.

**COMPENSATION AND BENEFITS:** Salary commensurate with qualifications, eligible for benefits after waiting period as defined in Employee Handbook

**CONTACT:** Please submit resume and/or cover letter or inquiries to the Human Resources team, by e-mail to [hr@youthworks.com](mailto:hr@youthworks.com)