

## Job Description - Summary

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<b>Title:</b>	<b>Area Director</b>
<b>Reports to:</b>	Regional Director
<b>Direct Reports:</b>	Staff Representative Staff Associate Administrator Volunteer Leaders

## Position Purpose

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As Area Director, you are responsible to develop a vision for reaching every middle-school and high-school community in the local area and establish long-range goals and action plans to build healthy ministry there. Reporting to the Regional Director, you lead Young Life's ministry in a specific geographic community, referred to as a Young Life area. Teenagers will hear the gospel in terms they can understand from someone who cares for them personally so as to accomplish Young Life's mission to "glorify God by sharing Jesus Christ with the entire next generation." You build relationships with teenagers, presenting the Gospel of Jesus Christ incarnationally, always trying to bridge the gap between teenagers and Jesus.

As a member of the Religious Order of Young Life of Canada, you subscribe to our Statement of Faith and abide by our Codes of Conduct.

## Key Responsibilities

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Modelling Christ in word and actions, the Area Director develops a vision for reaching every middle-school and high-school community in the local area, and establishes long-range goals and action plans to build healthy ministry there so that the message of Jesus Christ is clearly proclaimed throughout the area.

- **40% Incarnational Ministry**- Proclaim the Gospel of Jesus Christ throughout the area via the development and implementation of strategic growth plans; the selection, mentorship, training and oversight of volunteers and staff; and the cultivation of positive, healthy and productive relationships between Young Life and the community.
- **45% Volunteer and Staff Management** – Encourage and monitor the spiritual health and general wellbeing of direct reports. Supervise volunteers and area staff. Set clear ministry expectations for volunteers and area staff. Measure, teach and encourage effective Young Life ministry dynamics. Monitor the overall spiritual wellbeing of staff and volunteers in the area.
- **10% Area Ministry Management** - Manage Young Life area operations under the highest Christian and ethical principles, ensuring revenue and expenditures are within budget.
- **5% Foster spiritual, personal and professional development** - Pursue spiritual growth. Pursue opportunities to learn through books, courses, etc.

*Note that the above are summary statements only. For more detailed descriptions of responsibilities and duties see the attached appendix entitled Job Description – Detail.*

## Job Description - *Detailed*

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## Core Principles

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The following principles and responsibilities are overarching, impacting all areas of the position.

### *Spiritual Leadership*

- Model Christ in word and actions.
- Model and promote Young Life's vision, mission, core values, and strategic plan.
- Pray for teenagers, volunteer leaders and committee members.

### *Team Duties and Responsibilities*

- Model open communication and work collaboratively within the Young Life staff family, and in particular, the regional team, for the good of the organization, in support of Young Life's vision, mission, core values and strategic plan.
- Engage with and foster healthy relationships with the regional staff team.
- Attend staff meetings, staff conferences, and prayer days.
- Accept national and/or regional responsibilities as agreed upon by the individual, the Regional Director and area committee.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.

## Accountabilities

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Develop a vision for reaching every middle-school and high-school community in the local area, and establish long-range goals and action plans to build healthy ministry there

### *Incarnational ministry (40%)*

#### **Contact Work, Club and Campaigners**

- Develop and implement a strategy and plan to build and grow Young Life's outreach ministry throughout the area.
- Develop and implement an effective follow-up and discipleship program, including Campaigner groups and work crew opportunities.

#### **Camping Ministry**

- Develop and implement an annual camping strategy that includes summer and "school-season" camping.
- Demonstrate sound and responsible fiscal management with regards to all camp funds. Ensure the camping account finishes the year in a surplus position.
- Manage camp quota for the area.
- Develop and implement a scholarship fundraising strategy.
- Develop and implement a work crew training program and summer staff recruitment strategy.
- Provide quality summer staff, trained work crew and strategic adult guests for summer camps.
- Serve on a Young Life summer camp assignment as directed, a minimum of two every three years.
- Serve in leadership positions at "school-season" area and regional camps.
- Make effective use of Young Life's camp facilities (i.e. RockRidge Canyon and Saranac Village) in both outreach and discipleship.

### *Volunteers (45%)*

#### **Volunteer Leaders**

- Develop and implement a strategy and plan to recruit, train and deploy volunteer leaders and team leaders to support your growth strategy for Young Life in the area.
- Recruit, screen and place volunteer leaders to carry out incarnational ministry to teenagers.
- Develop and implement a training program for volunteer leaders.
- Supervise, support, evaluate and encourage volunteer leaders in their leadership development, personal spiritual formation and ministry with teenagers.
- Discipline and terminate volunteer leaders as required.
- Ensure that all volunteer leaders subscribe to Young Life's Statement of Faith and adhere to Young Life's Codes of Conduct.

#### **Area Committee**

- In partnership with the Committee Chairperson and Regional Director, recruit, develop, encourage and sustain an area committee to grow and support Young Life's ministry in the area through fundraising, public awareness, practical support and prayer.
- Support the Regional Director to recruit, develop and encourage a Committee Chairperson.
- Strive for committee diversity (e.g. age, gender, ethnicity, church attendance, etc.), with representation from every club in the area.
- In partnership with the area committee, develop and implement a strategic plan to promote, grow and sustain Young Life in the area with the long term goal of reaching every high school and middle school in the area.
- In partnership with the Committee Chairperson, ensure adequate financial support is raised to fund area expenses.
- Establish and manage the annual area budget per the timeline set by Young Life's fiscal policies.
- Using the 'taking donors seriously' (TDS) system, develop and implement an effective fundraising strategy in the area, including an area vision statement, field development tool, priority prospect list and financial master plan.
- Ensure a TDS leadership team (aka financial sub-committee) is in place and functioning. Recruit financial "whip" for TDS.

- Implement fundraising events in line with TDS philosophy.

#### **Community Adults**

- Work with the area committee to develop, implement and oversee an effective communication strategy to donors, interested and supportive friends, churches, and organizations in the area.
- Build relationships and communicate with parents to ensure their support of Young Life's ministry.
- Work with the area committee to develop effective and healthy community relationships and partnerships, and to cultivate strategic relationships with appropriate adult leaders and organizations in the community.

#### *Area Ministry Management (10%)*

- Maintain an office that operates professionally and efficiently.

#### **Fiscal Management**

- Manage area operations ensuring revenue and expenditures are within budget.
- Adhere to *The Ethical Fundraising and Financial Accountability Code of Young Life of Canada*.
- Adhere to all Young Life financial policies and procedures.
- Ensure that all fiscal reporting procedures are followed, and deadlines are met.
- Ensure proper completion of monthly visa summaries.
- Submit monthly expenses.
- Review monthly financial reports.
- Prepare financial summaries for committee meetings.
- Raise personal support as outlined in the area budget.

#### **Staffing**

- Supervise area staff, including conducting an annual performance review.
- Support the Regional Director to hire, discipline and terminate area staff.
- Ensure that all Young Life of Canada policies and procedures are followed.

#### *Personal and Professional Development (5%)*

- Pursue spiritual growth.
- Pursue opportunities to learn through books, online resources, courses, etc.

#### **Qualifications**

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- Personal knowledge and experience of the saving work of Jesus Christ. Involvement in a local church. Agreement with Young Life's Statement of Faith.
- Have Bachelor's degree or equivalent.
- Completed Young Life of Canada's internship program.
- 1-3 years' experience mentoring and discipling young people in a relational ministry setting in a church, community organization or ministry.
- A natural initiator with an entrepreneurial drive.
- Engaging personality. Positive outlook.
- Team builder with demonstrated leadership ability.
- Capacity builder with a demonstrated ability to achieve critical mass whether that is club, volunteer leaders, donors or adult ministry.
- Excellent verbal communication and interpersonal skills.
- Able to communicate with teenagers. Willingness to enter their world.
- Flexible with a positive attitude toward serving, learning and training.
- Valid Class 5 drivers' license required (or the provincial equivalent to this BC standard). Class 4 preferred. Current Driver's Abstract required.
- Clean criminal record check required as a condition of employment.

## Work Conditions

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**Work Location:** Work is performed in a variety of settings, including office, school, private homes, camps, and restaurants. It requires frequent travel by car or bus. Some travel by car, bus or airplane to other cities within Canada will be required several times per year.

**Physical Requirements:** The work is generally sedentary in nature but may require standing or walking up to 30% of the time, and more strenuous physical activity such as running or hiking up to 10% of the time. Employee will occasionally be required to sleep on church floors or on a bus.

**Work Environment:** Work environment is generally favourable. The work may be outdoors 10% of the time. The position is required to work with teenagers in middle and high school. Job requires employee to transport teenagers by car or van.

**Hours of Work:** This position is required to work evenings and weekends on a regular basis to accommodate the out-of-school / off-work availability of teenagers and volunteers. Extra hours will be required.

**Hazards:** Hazards are considered minor and controllable. Employee is required to hear information about teenagers' lives which may be troubling or upsetting and may cause emotional issues including vicarious trauma.

**Other:** Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check, including a vulnerable sector search, and must submit a current driver's abstract.

*The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.*

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Staff Person Name

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Signature

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Date