

## Job Description (summary)

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<b>Job Title:</b>	<b>Staff Representative I</b>
<b>Reports to:</b>	Area Director
<b>Direct Reports:</b>	Volunteer Leaders
<b>Work Location:</b>	Various

### Position Purpose:

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As Staff Representative, you are responsible to lead and grow a club ministry to teenagers at a specific middle school and/or high school.

Modelling Christ in word and actions, the Staff Representative leads a team of volunteers, leads a club ministry, and builds relationships with teenagers so that the Gospel of Jesus Christ is clearly proclaimed.

### Key Responsibilities:

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#### ***Incarnational ministry (55%)***

- Proclaim the Gospel of Jesus Christ throughout the area via the development and implementation of a ministry at a high school; the supervision of volunteers; and the cultivation of positive, healthy and productive relationships between Young Life and the community.

#### ***Volunteer Leaders (25%)***

- Recruit and supervise volunteers. Set clear ministry expectations for volunteers. Encourage and monitor the spiritual health and general wellbeing of volunteers on your team.

#### ***Community Adults (10%)***

- Develop connections and build relationships with parents and personal supporters.

#### ***Area Operations (5%)***

- Manage club operations under the highest Christian and ethical principles, ensuring revenue and expenditures are within budget.

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

- Pursue spiritual growth. Pursue opportunities to learn.

*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 (detail)

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<b>Job Title:</b>	<b>Staff Representative I</b>
<b>Reports to:</b>	Area Director
<b>Direct Reports:</b>	Volunteer Leaders
<b>Work Location:</b>	Various

### Position Purpose:

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As Staff Representative, you are responsible to lead and grow a club ministry to teenagers at a specific middle school and/or high school.

You will be active in all levels of contact work; be present and available to all kids in the school; and invest in key groups of kids. You build relationships with teenagers, presenting the Gospel of Jesus Christ incarnationally, always trying to bridge the gap between teenagers and Jesus. You will initiate and lead a Campaigner group with excellence.

### Guiding Principles and Responsibilities:

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

#### *Spiritual Leadership*

- Model Christ in word, deed and actions.
- Model and promote Young Life's mission, and values.
- Pray for teenagers, volunteer leaders and committee members.
- Provide spiritual leadership for a team of volunteer leaders.

#### *Team Duties and Responsibilities*

- Model open communication and work collaboratively within the Young Life staff and volunteer family.
- Engage with and foster healthy relationships with the area staff and volunteer team.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.

### Primary Responsibilities:

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- Lead a team of volunteers to carry out a club ministry.
- Please note that your level of responsibility as described below may vary at the discretion of the Area Director depending on your experience and training.

#### *Incarnational ministry (55%)*

- Lead a team of volunteer leaders to implement a club with excellence. You may start a new ministry or take over an existing one.
- Implement strategies for effective team contact work at your school. Ensure effective contact work happens regularly.
- Direct and supervise effective bi-weekly outreach events and club, including proclamation.
- Ensure effective follow-up and discipleship program, including campaigner groups and work crew opportunities.
- Observe and learn effective contact work and club strategies in the area.

- Implement a camping strategy that includes summer and “school-season” camping. Take teens to camp from your club.
  - Demonstrate sound and responsible fiscal management with regards to all camp funds.
- Serve on a Young Life summer camp assignment as directed.
- Serve in leadership positions at “school-season” area and regional camps.

### ***Volunteer Leaders (25%)***

- Contribute to the development and implementation of an effective recruitment and training program for volunteer leaders in your local area.
- Recruit, screen and deploy volunteer leaders to carry out incarnational ministry to teenagers.
- Lead weekly or bi-weekly team meetings to train leaders and plan club.
- Supervise and encourage volunteer leaders in their leadership development, personal spiritual formation and ministry with teenagers. Meet occasionally with leaders one-on-one to provide coaching.

### ***Community Adults (10%)***

- Build relationships and communicate with parents to ensure their support of Young Life’s ministry.
- Raise personal support as outlined in the area budget
- Cultivate and steward relationships with your personal support team. Communicate ministry progress to personal donor partners.

### ***Area Operations (5%)***

- Attend staff meetings.
- Accept national, regional, and/or local responsibilities as assigned.
- Maintain professional integrity (i.e., office hours, dress, conduct and time management).
- Adhere to all Young Life financial policies and procedures.

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

- Pursue opportunities to learn.
- Seek out mentorship.
- Pursue spiritual growth through involvement in the local church.

## **Qualifications:**

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- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life’s Statement of Faith.
- High school diploma. Current attendance at post-secondary institution preferred.
- One to two years’ experience mentoring and discipling young people in a relational ministry setting in a church, community organization, or ministry. Young Life experience preferred.
- A natural initiator with an entrepreneurial drive.
- Engaging personality. Positive outlook.
- Team builder with demonstrated leadership ability.
- Strong 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.

### 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 or provincial equivalent.

*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