

Faithbridge Church

Position Description

Position Assignment:

Title: Director of Youth Development
Recruited By: Executive Director of Bridging For Tomorrow
Staff Grade: Full time, nonexempt (40 hours/week)
Accountability: Executive Director
Ministry/Dept: Bridging For Tomorrow

Summary of Position: Under the direction of the Executive Director, the Director of Youth Programs oversees all on-campus and off-campus youth initiatives in an effort to improve outcomes for kids and their families through participation in supplemental educational programs.

Purpose: To provide intentional and relational assistance to the community with a positive and professional attitude, by building rapport with both community members and community agencies & partners. In doing so, the mission and vision of Bridging For Tomorrow (BFT) can be carried out at all times.

Duties & Responsibilities:

1. Bridging For Tomorrow

- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers
- Collaborate with the Director of Community Programs to seek out educational resources available through other agencies, organizations and educational institutions to assist families in need. Cultivate professional relationships with the leaders & directors of these partners
- Design, implement and oversee youth-centered programs that seek to invest in and empower youth from elementary through high school, including but not limited to after-school clubs, literacy programs, mentoring and summer enrichment programs
- Create a plan for parent engagement and participation in the development of their children
- Recruit, train, schedule and supervise volunteers for each program with the assistance of the Volunteer Manager. Intentionally identify and develop potential leaders for programs and promote a culture of volunteerism
- Ensure that a safe and productive environment for children is established at all times, in all locations, and that all volunteers and support staff are trained to make safety a priority
- Actively develop and motivate the staff members and volunteer leaders on your team to ensure their development and success
- Act as a liaison to the local schools to serve the students and families in the community in alignment with the organization's mission
- Design and implement an evaluation strategy for each program through the lens of the BFT mission and strategy to ensure plans are followed and goals are met.
- Track expenditures and review budget performance monthly
- Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Executive Director

- Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting allies and investors to engage in our community development efforts

2. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor(s).

3. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. This position will be reviewed at the end of each fiscal year.

Skills and Educational Requirements:

- Bachelor's degree required. Education, Youth Development or closely related field is desired.
- Bilingual (English and Spanish) is strongly desired for this position. Strong written, verbal and interpersonal communication skills are essential.
- Must have two years' experience working/volunteering in a community-based setting interacting directly with individuals, families and/or children in a social service, ministry or education capacity. Experience in working with the local community is strongly desired.
- High organizational capacity and administrative skills, with the ability to plan, organize and prioritize work and schedule. Ability to multi-task is essential.
- This position calls for flexibility to adapt to unpredictable situations and the ability to ask for help as needed.
- Proficiency in Microsoft Office applications and database operations.

Organization Relationship:

This position shall be directly accountable to the Executive Director of Bridging For Tomorrow. This position will have contact with paid staff and community members.

Working Conditions:

Position is 40 hours per week, including some evenings and very rarely, some weekend hours.

Needed Attributes:

Strong interpersonal and leadership skills, keen initiative, detailed oriented, good organizations skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name