



Job Description Youth and College Ministry Manager

Date: July 1, 2021

Supervisor: Will Chester

Staff Teams: RezYouth and RezCollege, Administrative

Status: Part-time

Role: Serves as the administrative leader of youth & college programs and events so they fulfill their stated vision under the direction of the Youth and College Pastor, Will Chester.

SKILLS

1. Excellent Administration
2. Strong Organization
3. Adaptable
4. Clear oral and written communication

JOB DUTIES:

1. Organize
 - a. Casts vision for special events alongside Youth and College Pastor and creates strategy for carrying out that vision
 - b. Responsible for ensuring midweek staff, volunteers, and students know their roles and have what they need to serve
 - 1) Order leader meals
 - 2) Setup check-in station
 - 3) Organize welcome team
 - 4) Manage contacts and groups
 - c. Leads student team meetings related to programs and events
 1. Manages ministry calendar and scheduling
 2. Recruits volunteers and students
2. Equip – communication, supplies, room reservations; create comm for website and RezYouth News
3. Review – Leads review meetings post-event and records notes for future use

4. Prayer & Discipleship

Fair Labor Standards Act (FLSA)

Status: Non-exempt

Duties: Not applicable (non-exempt)

Description:

Hourly, non-exempt = overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and a half times hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Undergraduate degree level of education
- Occasionally/frequently work weekends
- Must be able to sit in a stationary position for 50% of the time
- Occasional kneeling and bending -stock supplies
- Occasional reaching to gain access to supplies
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine and computer printer
- Occasional overtime hours
- Frequently communicate with people (parishioners, staff, etc.) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13-in. screen.

This job description is subject to change at any time.