

## **Living Hope Ministries Job Description**

Job Title: Junior and Senior High Youth Ministry Director (YMD)

Overview: The YMD will be well trained in the area of ministry, committed to the Lord Jesus Christ, the building of God's Kingdom. The YMD will have a very clear call to urban Youth ministry. The YMD shall supervise the progress, growth and expansion of the Junior and Senior high youth ministry. The YMD will have the necessary administrative, interpersonal and judgment skills to lead this ministry.

### **Duties or Responsibilities:**

*I. Youth Ministry Director:*

- A. Recruit and train youth leaders.
- B. Recruit small group leaders.
- C. Attend weekly staff meeting and devotions.
- D. Provide training for those working with the youth ministry.
- E. Prepare, update and distribute youth leaders training manual.
- F. Create budget for the program each year, turned in by the First Tuesday of September.
- G. Create a monthly article for the Newsletter, turned in to the office by the last Wednesday of each month.
- H. Plan at least two (2) outings each year for leaders' team building.
- I. Plan at least two (2) outings each year for leaders and youth.
- J. Update biographies on students and leaders as they join the program.
- K. Communicate weekly with leaders.
- L. Meet with site leaders monthly.
- M. Create youth leader job descriptions.
- N. Create small group leader job descriptions
- O. Pray for youth leaders and youth daily.
- P. Encourage youth leaders and youth regularly.

*II. Development:*

- A. Weekly, have one meeting with present financial partners and/or potential financial partners.
- B. Communicate with financial partners via receipts – personal notes.
- C. Participate in Holiday Dinner, Spring Celebration, Volunteer Appreciation Banquet and all fundraising events sponsored by Living Hope Ministries.

*III. Accountability:*

- A. 3<sup>rd</sup> Tuesday of each month update Board of Directors sharing concerns and praises.
- B. A monthly report will be submitted to the Executive Director summarizing your work for the previous month and goals for the upcoming month.
- C. The Executive Director will supervise the work of the YMD, and will assist as needed in establishing goals.
- D. The YMD will be evaluated by the Executive Director weekly the first 30 days of employment, every other week the next 60 days, once a month the next 90 days and one more at the anniversary of your first year. Annual evaluations will then be implemented. A written report will be provided to you and discussed with the Executive Director. A copy will also be given to the Board of Directors.

### **Requirements / Qualifications:**

- Ø Clear call to urban youth ministry program.
- Ø Teaching is one of your strongest spiritual gifts.
- Ø Proven administrative and people skills.
- Ø Growing knowledge of the urban environment.

- Ø Residence in Northeast Minneapolis.
- Ø Computer skills.
- Ø Bachelor's degree or comparable education background.

Time Commitment:

- 40-50 hours each week. The YMD's workweek will vary through out the year. You will work with the Executive Director in establishing an agreed upon work schedule.
- This will be evaluated throughout the first year of employment.

Supervisory Plan:

- The YMD will report to the Executive Director. Youth leaders will report to the YMD.
- The YMD will have a weekly meeting with the Executive Director and will have a regular meeting with youth leaders.
- The YMD will work as a part of the team serving the constituents of Living Hope.
- The YMD will provide oversight to situations brought by youth leaders. Only after the youth leaders have determined they are not able to properly bring resolution to a situation should it be brought to the YMD. Only after the YMD has determined they are not able to handle the situation, should it be brought to the Executive Director. The decision of the Executive Director will be final.
- If during this process, the YMD would like input from the Executive Director, please make that known.

Other:

- Letter of recommendation
- Performance appraisals – refer to section III D (Accountability).
- Training, and encouragement. One conference each year will be provided.

Compensation:

To be determined - Based on personal support raised

YMD Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Living Hope Ministries  
 2511 Taylor Street NE, Minneapolis, MN 55418-3914  
 Phone: 612-789-2244  
 Fax: 612.781-4191  
 e-mail: [people@livinghopempls.org](mailto:people@livinghopempls.org)  
[www.livinghopempls.org](http://www.livinghopempls.org)