



Job Title	Bremerton & South Kitsap Area Director		
Employee's Name			
Supervisor's Name & Title	Phil Daubenspeck Executive Director		
Date Prepared	4/30/18	Date Modified	10/23/19
Department	Bremerton & South Kitsap	Division	Ministry Leadership
Location	Bremerton, Port Orchard, Belfair	FT/PT Status If PT, include hours/week.	FT
FLSA Status (To be completed by HR)	Exempt	Job Grade (To be completed by HR)	

Position Purpose	<p>The area director, under the leadership of the ministry director, will be primarily responsible for the YFC ministry that takes place in a certain geographic area. This includes the development of volunteer and staff teams, community relations, fund development, and participation in the YFC ministry leadership team.</p> <p>Key areas of this position include, but are not limited to:</p> <ul style="list-style-type: none"> - Casting vision for YFC Ministry. - Recruiting, training and empowering a team of volunteer ministry leaders. This includes both Ministry Site Coordinators and Ministry Site Volunteers. - Create a small support team (sometimes called a Community Support Team [CST]) who will do a few small development / volunteer recruitment events a year specifically for your area (I.E. see the story desserts, backyard parties, info nights, etc. As well as being another voice in the community. - Encouraging/pastoring/coaching the volunteer teams in their roles, providing leadership guidance to the Ministry Site Coordinator. - Working with the Ministry Leadership Team to create and provide streamlined trainings and other ministry tools to be shared across the chapter. Then to implement those in your ministry area. - Working with your Ministry Site Coordinators to ensure the mission and vision of YFC are being met through the core ministries being implemented. This includes seeing lost kids involved in the ministry, kids coming to know Christ, kids being discipled and planted in local churches, and kids becoming lifelong followers of Christ.
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	<ul style="list-style-type: none"> - Building a strong financial base of support for the YFC ministry. - Casting the vision for YFC ministry in the community and pursuing relationships, partnerships and resources to see those growth goals come to life. - Building relationships with leaders in both the secular and church community who have a desire to partner with YFC. - Being an active part of the YFC staff team. Contributing to chapter-wide staff meetings, fundraising, and ministry events.
Estimated % of Time	Essential Job Functions and Duties
30-40%	Building a team of volunteers to lead ministry - Recruiting, Developing & Retaining teams
15-20%	Community relations - Building relationships with churches and other partners in the community.
15-20%	Fund Development - Chapter wide events as well as individual fund development.
10-15%	Administrative - Reporting, staff meetings, etc.
10-15%	Staff/Team Oversight.
5-10%	Flex time.
Fundraising Responsibilities	All YFC employees have a responsibility to raise funds for the mission of YFC. You will be given the opportunity to be involved in the development functions of WSYFC. These opportunities could include fund raising events, circle of influence/YFC donor contacts, and other opportunities as provided.
Spiritual Responsibilities	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate, and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.</p> <p>As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:</p> <ul style="list-style-type: none"> • Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives. • Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC. • Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.

	<p>Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position:</p> <ul style="list-style-type: none"> • Perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise. • Perform and lead religious ceremonies such as weddings, baptism and funerals when called upon by staff and other members of the YFC community.
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EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	<p>Aware of the needs of young people in the geographic community assigned. Ability to build relationships with church, school and civic leaders in the community.</p> <p>General knowledge of YFC ministry models and philosophy.</p> <p>Teachable- must be someone who is always learning.</p> <p>Flexible- must be willing to implement changes based on the need in the community, staff, chapter, etc.</p> <p>Communicator- Must be able to communicate clearly the vision and mission of YFC to the community, provide clear and accurate training to staff and volunteers.</p>
Education & Experience	<p>Preferred BA or MA in Pastoral Studies, Leadership, Theology or similar life experience. Preferred experience in pastoral ministry or youth ministry leadership. Experience building and managing teams of volunteers.</p>
On the Job Training	<p>YFC has several training resources available to our staff. This includes a large online video training library, in-person training several times a year and phone consulting with leaders from across the country.</p>
Equipment & Software Utilized	<p>Microsoft or Mac Computer, Office Suite, Gmail, & Various online applications.</p>
Travel Requirements	<p>Various trips and events with students as scheduled, annual staff retreat, regional staff conference and other trainings as they become available.</p>
Scope of Authority:	
Manages Budget	<p>No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If yes, which budgets?</p> <p>Manages the budget for your specific ministry areas.</p>
Supervisory Responsibilities (#of individuals)	<p>You are responsible for the volunteer team in your area. Our administrative staff will help to manage the back end of this, however as the area director you are responsible to ensure the volunteers are approved before working with young people.</p> <p>This position could also supervise 1-10 paid staff or stipend volunteers.</p>

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.