

Hope Center Next Generation Director Job Description

TITLE: Hope Center Next Gen Director

DEPARTMENT: Director

REPORTS TO: Hope Center Executive Director and Hope Center Board

STATUS OF POSITION: Part-Time, Salary, non-exempt

Description of Responsibilities

GENERAL DESCRIPTION

The Director will support the Refuge Youth Center, After School Homework Help Program, Summer of Hope program, B.U.O.Y. Mentoring Program, Hope Center Sports Ministry and any other ministry that impacts children or youth with leadership, administrative, and educational services.

COMPENSATION and TIME REQUIREMENTS

This is a part-time salaried position (Rate determined per Hope Center Policy, not to exceed a starting salary of \$14,400 per year based on qualifications and experience) with PTO determined according to Hope Center policy. Currently, the position requires a minimum of 18 hours and a maximum of 34 hours. Hours above the 34 hours allotted must have approval from the Executive Director of the Hope Center or his/her designee and be compensated at \$10.00 per hour.

GENERAL EXPECTATIONS

The Director will help provide leadership, vision, and administrative support for all Next Gen ministries in the Hope Center.

SPECIFIC RESPONSIBILITIES

- ◆ Oversee the Refuge Director
- ◆ Oversee the B.U.O.Y. Mentoring Program
- ◆ Oversee the After School Homework Help Director
- ◆ Oversee or direct the Refuge ministry in Magnetic Springs
- ◆ Be available for all Refuge events unless excused by the Hope Center Director
- ◆ General availability between 3:00 & 6:00 pm on Tuesdays through Fridays
- ◆ Lead monthly Hope Center Next Gen Meetings
- ◆ Attend weekly Hope Center Staff Meetings
- ◆ Attend monthly YoMAMA meetings
- ◆ Provide general leadership, oversight, and vision for all Next Gen ministries
- ◆ Help plan and serve for the following Refuge events: Dodgeball, Lock-in, After Parties and M3
- ◆ Equip young people with the knowledge of basic biblical principles, guidelines, character traits, and work ethic
- ◆ Have the ability & willingness to share the gospel with any unsaved youth

- ◆ Encourage any youth that are not plugged into a youth group to get involved in one of our partner churches youth group
- ◆ Train adult leads and adult volunteers
- ◆ Train the Refuge Leadership Intern or other staff members
- ◆ Build and maintain the Next Gen Ministries team

TEAM MINISTRY

The Hope Center Next Gen Director will work to create a leadership environment with all directors involving Next Gen ministries including but not limited to Refuge, After School Homework Help, FCA, Summer of Hope, etc. The Next Gen Director must be a team player while working with other church leaders throughout Union County and should collaborate with other youth programs in the county.

REFUGE VISION STATEMENT

Our vision is to provide a safe, supervised, fun and exciting place for youth to hang out, meet friends, and grow as individuals.

REFUGE MISSION STATEMENT

Our mission is to share and demonstrate the life-transforming love and grace of Jesus Christ. The youth center will lovingly support and encourage youth on the journey to live out God's best plan for their life.

FLEXIBILITY

Youth ministry is something that is always changing based on uncontrollable situations. The Next Gen Director must be able to "go with the flow," "just role with it," and have the confidence to adapt to any situation. Things will not always go as planned, so the Director must be able to think on his or her feet. The Director must be available to assist daytime, evenings, weekends and around or on the holidays as needed.

SPIRITUAL MENTORING

Must be able to be a Godly example to youth that might not otherwise have the opportunity to see and hear about God and salvation. There might be a need to help build life skills such as reviewing basics of a healthy diet, going to school, doing your homework, etc. Also need the ability to provide support and love when it might not be wanted or accepted in the moment. Leadership and follow up is key to the ministry of our youth.

ABOVE ALL ELSE

The successful candidate must have a deep intimate relationship with Jesus Christ because it will only be by the strength of the Holy Spirit that he or she will be able to thrive in youth ministry. He or she must be able to spiritually feed himself or herself on God's Word. They should be active in a church body, and submitting themselves to leaders in their life.

MINIMUM QUALIFICATIONS

- ◆ Proficient in Microsoft Office, including Microsoft Publisher, Word, Excel and PowerPoint
- ◆ High school graduate or GED equivalent
- ◆ College degree or equivalent experience

- ◆ 2 years' experience in a youth leadership role
- ◆ Willing to sign confidentiality statement and statement of faith
- ◆ Willing to consent to a criminal background check upon acceptance of position
- ◆ Must be able to lift up to 30 lbs.
- ◆ Be at least 21 years of age
- ◆ Must be a high-level communicator with advanced conflict management skills
- ◆ Have the ability & willingness to share the gospel
- ◆ Willingness to come alongside individuals to find "out of the box" solutions to complex problems
- ◆ Willing to sign the Oath of Compassion Ministries to do no harm
- ◆ Proficient in social media (Twitter, Instagram, Snapchat, etc.)
- ◆ Advanced event management skills
- ◆ Ordained clergy or church ministry professional preferred