

JOB POSTING

Bethany Community Church, St. Catharines, ON

Assistant Director of Youth

Bethany Community Church is seeking to fill the full time position (40 hours) of Assistant Director of Youth starting in January 2018. Work with 200+ students and volunteers as part of a growing and dynamic church in St. Catharines, ON. This job posting is open from Wednesday, November 15, 2017 at 11:59 p.m. and will close on Wednesday, December 6, 2017 at 11:59 p.m. A short list of candidates will be determined. Those receiving interviews will be contacted with interviews scheduled for Wednesday December 13th. Interested candidates may respond to this posting by forwarding resumes and a cover letter to the attention of Ed Sheppard at ed@bethanycc.ca

Please note:

- The successful candidate must have a current Police Check, including vulnerable sector on file at Bethany prior to commencing employment.
- Bethany Community Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
- The successful candidate must be or be willing to become a member of Bethany Community Church.
- Salary will be calculated commensurate with education and experience.
- See link to job description. (see following pages)

Staff Member –	F.T.E. 1.0	Hire Date -
Title: Assistant Director of Youth		Department: Ministry
Reports to: Director of Youth and Ministry Director		Description Updated - Nov. 2017

Key Duties and Responsibilities

Assume direct responsibility and oversight for:

- BYN Crew - Student Leadership Teams (BYN : Bethany Youth Nation)
- Student experience
- Student follow up and care
- Curriculum development
- Worship Nights, TAG Teams and Jr. Youth Large Group (TAG: Talents & Gifts)
- Social Media

Partner with the Director of Youth in:

- Leader recruitment and care
- Crisis care for students and families
- Follow up care with students
- Direction and coordination with the Administrative Assistant to Youth
- Directing summer program staff and LDP interns

Support the Director of Youth with:

- Leader development and coaching
- Parental engagement
- Community engagement - Impact Nights and the Day of Impact
- School engagement

Summary & Scope

The Assistant Director of Youth will:

- Support the vision and initiatives of the Director of Youth Ministry.
- Contribute to the development of annual goals.
- Use metrics, assessment and evaluation tools to monitor ministry progress.
- Work cooperatively with the Administrative Assistant to Youth.
- Recruit, develop, train and empower coaches, leaders and other volunteers.
- Work in appropriate consultation with various leadership teams and individuals.
- Maintain records of ministry personnel, volunteer leaders and participants.
- Participate in relevant training and professional development.
- Submit reports and other documentation completely and on time.
- Ensure Bethany policies and procedures are followed appropriately.

Competence

The Assistant Director of Youth will:

- Build effective teams.
- Effectively coach others.
- Demonstrate strong planning and organization skills.
- Use social media effectively.
- Prioritize tasks and perform according to deadlines.
- Exhibit excellent communication skills.

Character & Chemistry

The Assistant Director of Youth will:

- Model servant leadership.
- Honor confidentiality and act ethically.
- Be a dedicated and maturing Christian with a passion for youth and family ministry.
- Demonstrate passion for God's Kingdom and His church.
- Commit to personal, spiritual and professional growth.
- Express authentic personal faith in Christ.
- Subscribe to Bethany's Mission, Statement of Faith, Purposes, Values and Goals.
- Contribute to the organizational health of the Bethany Staff.
- Be supportive of the initiatives of other ministry leaders and volunteer leaders.
- Actively contribute to the growth of Bethany Church.
- Work collaboratively with staff and volunteer leaders toward a common cause.

Assistant Director of Youth

Education:

- Post-secondary education related to youth/family ministry, adolescent counselling, pastoral care and/or leadership.

Experience:

- A minimum of 4 years of success in leading and/or directing Youth programming.
- Proven leadership experience in a church setting.

Key Responsibilities and Estimated Allotment of Time Per Week

Program Planning & Development	22 hrs
Community Outreach, Student Follow-up & Care	8 hrs
Programs, Events and Retreats	4 hrs
Recruiting, Training and Developing Student Leaders	4 hrs
Reporting, Administration	1 hr
Social Media	1 hr