

## JOB DESCRIPTION



Restoration Outreach Programs

### OVERVIEW OF ROP PROGRAMS

Restoration Outreach programs is a vital community ministry that works tirelessly to provide resources and develop relationships which lead people to lives of self-sufficiency and to provide mentoring and a consistent, safe place for teens and children, thereby building character and stability into their lives. Restoration Outreach Programs' mission is meeting needs, building relationships, and restoring lives through Christ within the East Colfax community.

TITLE OF POSITION	TEEN MINISTRY DIRECTOR (6 <sup>TH</sup> – 12 <sup>TH</sup> grade)
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**Supervisor: ROP EXECUTIVE DIRECTOR**

**Hours:** 40 hours per week

**Salary:** \$4000

**Sabbatical approved by Executive Director and the Board of Directors**

### PURPOSE OF TEEN MINISTRY

To spark a desire in youth for a genuine relationship with Christ and encourage dependence on God's word. To promote Scripture memorizing, prayer, and personal Bible reading as well as provide opportunities for ministry leadership, outreach to the community, and connection to mission field. To teach a Bible based curriculum and encourage a Biblical based lifestyle among the youth. To effectively lead our volunteers and see them grow as they partner with us in pursuing this purpose.

### RESPONSIBILITIES INCLUDE

- Pray for the Teen Ministry, its youth, families, volunteers, and staff.
- Oversight and leadership of the Teen Ministry that includes Monday and Wednesday evening programs weekly, collaborating with our tutoring program, as well as some special trips.
- Recruit, select, train, lead and support Teen ministry volunteers, including regular communications and supplemental training.
- Work with the Youth Ministry team to create and effectively manage the ministry's budget.
- Work with the Youth Ministry team to maintain the Youth Ministry's section on ROP's website.
- Communicate consistently with parents as well as work toward providing tools they need to spiritually equip their children.
- Coordinate with the Youth Ministry team to plan special events such as Summer Day Camps, Fall Festival, Holiday meals, and Snow Days (winter trips to the mountains).
- Mentor, supervise, and guide youth and their families, meeting with them as needed.

### QUALIFICATIONS

- Have a personal and growing relationship with Jesus Christ and be an example to the youth we serve.
- Be a strong team player who is willing to work alongside others, has respect for leadership and authority, and can manage conflict appropriately.
- Have a desire to teach and mentor underprivileged children with patience and an accepting heart.
- Preferably have previous experience or an educational background in Christian Ministries, Biblical Studies, or a related field, as well as experience in leading volunteers.
- Preferred age is 23 years old or older.

## INTANGIBLES

- Lead in being a heartfelt team member of the Restoration Outreach Programs staff
- Have a daily walk with Christ.
- Show respect for the leadership and participants of Restoration Outreach Programs
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry
- Willing heart to work with other ministries at ROP.
- Compassionate and gracious
- Creative & patient with good listening skills
- Willing to explain concepts and skills patiently and repeatedly.
- Teachable and humble

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Updated: October 2020