



MINISTRY POSITION DESCRIPTION

POSITION TITLE: **Recruiting Associate**

ORGANIZATION OVERVIEW

YouthWorks is a nonprofit Christian faith based organization that's core purpose is to connect teenagers to God, each other and communities through life-changing Christ-centered mission trips.

TEAM OVERVIEW

The Minneapolis-based Recruiting Team is responsible for recruiting, interviewing and hiring of summer mission field staff. As an experienced YouthWorks staff member, the Recruiting Associate also serves during the summer in a field staff role.

DUTIES/RESPONSIBILITIES

A. Recruitment

- Assist in recruiting of summer staff by contacting alumni staff, conducting visits at colleges, universities, seminaries and conferences, and following-up on employment inquiries.

B. Networking

- Assist in establishing and maintaining relationships that promote ministry staff positions. Initiate contact with campus advocates, connecting with alumni and building contacts in various sources for recruiting qualified candidates.

C. Summer Staff Applications

- Assist in obtaining incoming staff applications and related information, and responding to inquiries regarding the same.

D. Interview, Hiring and Placement Process

- Participate in the process of interviewing and hiring candidates. Will work cohesively with members of the recruiting team to place hired staff in ministry positions.

E. Summer Field Staff

- Serve in a summer field staff role based on experience, staff needs, and YouthWorks leadership experience.

F. Additional Tasks

- Additional tasks which support the overall ministry may be assigned



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POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing their faith story and expressing faith as part of their regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks and our parent ministry Real Resources
- Passion for recruiting a diverse staff, which includes ability to interact with individuals of varied backgrounds
- Excellent communication skills, both verbal and written
- Ability to instill the vision of YouthWorks' summer ministry, and the role of summer positions
- Strong organizational, multi-tasking, discernment and problem solving skills
- Self-starter who is comfortable initiating contact and networking with effective sources to recruit staff
- Servant-hearted
- Demonstrated commitment to excellence
- Prior YouthWorks staff experience required
- Working knowledge of Microsoft Office applications including Word, Excel and Outlook. Proficient using internet, and have ability to quickly learn other software as needed for position
- College degree and two years of ministry and/or equivalent work experience preferred

REPORTING RELATIONSHIP: The Recruiting Associate reports to the Senior Recruiting Associate or the Director of Recruiting

TRAVEL: Varies during the year, and includes:

- Travel to universities, seminaries and conferences for recruiting summer staff
- Travel for the summer season in a summer field staff role as assigned
- Attendance at selected Real Resources events may be required (dates determined annually).

HOURS: Position is full-time, year-round. Evening and weekend hours are required as operational needs necessitate, especially while traveling as outlined above.

COMPENSATION AND BENEFITS: Salary commensurate with qualifications and eligible for benefits after waiting period as defined in Employee Handbook.

CONTACT: Please submit resume and/or cover letter or inquiries to the Human Resources Team, by e-mail to hr@youthworks.com.