



MINISTRY POSITION DESCRIPTION

POSITION TITLE: YouthWorks Support Associate

ORGANIZATION OVERVIEW

YouthWorks is a ministry of Real Resources, Inc., a nonprofit Christian faith based organization. Real Resources' core purpose is to serve churches by providing Christ centered resources and experiences for ministry. YouthWorks exists to connect teenagers to God, each other and communities through life-changing Christ-centered mission trips.

TEAM OVERVIEW

The Training and Programming Team is responsible for the development, organization and implementation of all staff training events and resources for YouthWorks initiatives. The team also creates unique programming material and resources to be used before, during and after the mission trips.

POSITION OVERVIEW

The YouthWorks Support Associate (YWSA) will work in concert with the whole of the Training and Programming team, specializing in administrative functions supporting the development, organization and implementation of staff training resources and events, with an emphasis on summer program as well as supporting other YouthWorks teams as necessary.

DUTIES AND RESPONSIBILITIES

A. Administrative Support

- The YWSA will assist the Director of Training and Programming in word processing, copying and filing of materials and documents related to training activities and resources.
- The YWSA will coordinate all travel, lodging and other transportation needs for training events and site starters

B. Evaluation & Recommendation

- The YWSA will solicit, gather, input and analyze feedback from Summer Staff, Participants, Community Members and Region Teams and will make recommendations as to improvement or additions to future training and programming resources.

C. Training Materials

- The YWSA will assist in the administrative aspects related to the development of all training materials- i.e., manuals and session outlines.
- The YWSA will manage users, content and support for the training website

D. Summer Programming Resources

- The YWSA will assist in the administrative aspects related to the development of summer program resources for mission sites- i.e., shopping lists, curriculum, Site Box materials, etc.
- Administrative support for all resource binders
- Inventory Management – Research of and ordering supplies and resources

E. RAMP Preparation

- The YWSA will assist the Director of Training and Programming in the planning, organizing and conducting of summer staff training events, including those for Regional Directors, Area Directors, Site Directors, All Staff, Starters, etc.
- The YWSA will assist in coordinating the efforts of other staff in organizing the details of RAMPS - i.e., location, travel, lodging, meals, speakers, volunteers, resource needs, etc.

F. Summer Mission Staff

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

G. 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 essential functions.

- Vital and growing relationship with Jesus Christ and comfort sharing personal faith story and expressing of faith as part of their regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks and our parent organization Real Resources
- Excellent written and verbal communication skills
- Self-starter who is comfortable initiating contact and networking to secure training site resources
- Strong organization, detail-orientation, multi-tasking and problem-solving skills
- Demonstrated commitment to excellence
- Flexibility, adaptability and willingness to learn
- Experience/understanding of youth ministry and/or children's ministry and missions preferred
- College degree and one to three years of ministry and/or equivalent work experience preferred
- Prior YouthWorks staff experience required
- Proficiency using Microsoft Office Suite and Google Drive required
- Experience/proficiency using Adobe Creative Suite, SharePoint, Final Cut and/or iMovie a plus

REPORTING: The YouthWorks Support Associate reports to the Director of Training and Programming

TRAVEL: Varies by month during the year, including, but not limited to:

- September through May – light travel per month including weekends
- June through August – extensive travel required in assigned region, including weekends
- Attendance at selected Real Resources ministries' events and staff meetings may be required (dates determined annually)

HOURS: This position is full-time, year-round and will require evening and weekend hours as operational needs necessitate, especially while traveling and during the summer.

COMPENSATION AND BENEFITS: Pay commensurate with YouthWorks established guidelines, eligible for benefits after waiting period as defined in Employee Handbook.

CONTACT: Please submit resume, cover letter and inquiries to the Human Resources team, by email to hr@youthworks.com.