



## MINISTRY POSITION DESCRIPTION

**POSITION TITLE**      **Area Director (AD)**

### ORGANIZATION OVERVIEW

YouthWorks is a ministry of Real Resources, Inc., a nonprofit Christian faith based organization that's 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 Region Team is responsible for initiating, maintaining and growing partnerships in communities and with churches.

### POSITION OVERVIEW

The Area Director is responsible for coordinating mission trips, building community and church relations, supporting program, training, recruitment and marketing. The Area Director may be located in Minneapolis, MN or Nashville, TN which is determined based on their assigned area. The Area Director will embody the values of YouthWorks as they train, mentor, lead, support and serve summer site staff.

### DUTIES AND RESPONSIBILITIES

#### A. Mission Site Development

- Responsible for overall quality of community relations in their area through fostering ongoing contact with community leaders, advocates and friends
- Acquire summer housing and set up logistics for the area
- Identify and work with existing social services and ministries to create service opportunities for YouthWorks participants who serve in their area
- Provide follow-up and detail management to ensure that all logistics of summer mission sites are set up. This includes, but is not limited to: maintaining the database and organizing and creating resources regarding community information for site staff to use during the summer

#### B. Mission Direction and Supervision

- Responsible for the accomplishment of the YouthWorks Core Purpose and Values in their assigned area
- Lead and manage summer staff and help process their mission experience

#### C. Fiscal Management and Supervision

- Fiscal budget of assigned area, including working with site staff, Regional Director and Director of Missions to oversee the integrity of expenditures
- Work with summer staff to maintain an attitude of stewardship throughout all YouthWorks activities

#### D. Build, Develop and Manage Church Relationships

- Participate in meeting regional church relations/sales objectives
- Support Region Team by generating sales and prospects through following up on inquiries, marketing initiatives and other sales efforts regarding YouthWorks mission trips
- Assist churches through registration process / support Church Representative as needed
- Conduct church visits while on site development trips
- Represent YouthWorks at conventions, conferences and ministry events as assigned

#### E. Recruitment/Marketing

- As instructed by Regional Director and/or Director of Missions, the Area Director will assist in recruitment of summer staff and assist Marketing team with leads for sales



## MINISTRY POSITION DESCRIPTION

### DUTIES AND RESPONSIBILITIES (continued)

#### F. Staff Training

- Assist Training and Programming Team in providing leadership and logistical support for training RAMPs both for Site Directors and site staff
- Provide hands on leadership during Prep Week and Early Bird

#### G. Safety and Risk

- Maintain YouthWorks standards of safety throughout area by providing proper training and ensuring accountability of all staff
- Inform appropriate Regional Director of any new risks that might arise at the mission site or community

#### H. Additional Tasks

- Additional tasks which support the overall ministry of YouthWorks may be assigned

### 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.

- Active and growing relationship with Jesus Christ and comfortable sharing personal faith story and expressing of faith as part of regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks and our parent organization Real Resources
- Strong leadership skills
- Self-starter with proven initiative
- Excellent communication, organization, problem solving, delegation and interpersonal skills
- Demonstrated commitment to excellence
- College degree and two years of ministry and/or equivalent work experience preferred
- Strong experience/understanding of youth ministry and short term missions
- Past YouthWorks summer staff experience required, either in a Site Director or Area Director role

**REPORTING:** The Area Director reports to an assigned Regional Director

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

- September through May – moderate travel per month including weekends
- June through August – extensive travel required in assigned area, 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 e-mail to [hr@youthworks.com](mailto:hr@youthworks.com).