Job Description | Youth Manager

Title: Youth Manager  
Report: Program Development Sr. Manager  
Hours: Hourly up to 30 hrs.  
Compensation: TBD

Summary of Position:

Freedom for Youth Ministries is looking for Youth Managers to help coordinate, implement and execute programming for youth ages K-12th grade that focuses on faith, education, employment and leadership. The Youth Managers will be the main support and contact for all involved in either Whiz Kidz (K-5th) Discovery (6th-8th) and/or the Journey (9th-12th) program. Youth Managers will work closely with the rest of the staff to make sure programs are organized and ready to run structured weekly programming that focuses on reaching at-risk youth in their local community. They will also work to connect youth to the local body of believers creating healthy relationships and mentorships that will lead to them getting plugged into a church body. The successful candidate will work to provide the Volunteer Teams with the correct essentials to create a sustainable program year-round.

Requirements:

- Has a passion and desire to constantly be reaching 1 more youth with the message of Jesus.
- Have a growing, personal relationship with Jesus Christ.
- Entrepreneurial spirit, excited to try new things without fear of failure.
- Strong communication skills.
- Able to delegate and lead people.
- Show servant leadership by being able to put volunteers’ desire to build relationships with the students above yours.
- Able to adhere to established policies and procedures of ministry.
- Organized and able to multi-task practicing good time management skills.
- Open to learning and working on computer programs and new data entry.
- Be a team player – always willing to assist in different areas as needed.
- Being able to be flexible with scheduling – working 2 evenings out of the week.

Duties and Responsibilities:

- Develop reports on programs in the specific areas needed (given by manager) and submit summary reports to management each month.
- Coordinate daily/weekly/monthly schedules to Program Coordinators and Volunteer Teams to cover needs and run effective programming.
- Communicate and serve volunteers to ensure a positive experience.
  - Help to establish and identify Volunteer Teams that will assist in leading ministry areas.
- Reach out to schools, ensuring relationships are being built between programs and communications are known.
- Coordinate different opportunities for volunteers to participate in outreach and recruitment of youth.
- Work with other Youth Managers in communications, needs and responsibilities always creating unity between all programs across the state.
  - Making sure communications (social media, e-mails, thank yous newsletters, etc. are covered/answered by correct person)
- As needed assist with any FFY program.
- Work with Program Development Sr. Manager to ensure that all programs and facilities are operated according to defined Operations, Policies, and Procedures Manual.
- Develop objectives and action plans to reach objectives with manager.