

YTH | YTH SEMINARY COORDINATOR

GENERAL DESCRIPTION

The YTH Seminary Coordinator is a key leader who provides support and leadership for Seminary, Casteel High, After School Hangout and High School YTH. They will partner closely with the YTH Team to execute and implement the vision of Seminary, After School Hangout, our partnership with Casteel High and High School YTH. They should possess a strong work ethic, a willingness to be teachable, and an ability to execute details.

Classification: Non-Exempt, Hourly // **Status:** Part-Time (25 Hours/Week) // **Team:** YTH // **Supervisor:** Director, YTH Seminary | Mario Delgado

WORK SCHEDULE

- Sundays | 4:00p – 8:00p
- Monday | 2:00p – 4:00p
- Tuesday | 11:00a – 4:00p
- Wednesday/Thursday | 9:00a – 4:00p

ESSENTIAL DUTIES & RESPONSIBILITIES

After School Hangout

- Run/Oversee After School Hangout Monday-Thursday weekly.

Casteel High

- Oversee the monthly lunches/meals for Casteel Staff
- Build relationships with Casteel Staff
- Strive to be present at big Casteel sporting events
- Partner and be present with Christian Clubs on campus (FCA, realTalk, Younglife, etc.)

Seminary

- Assist YTH Seminary Director to create curriculum plan and content
- Work alongside YTH Seminary Director to develop a strategy for growing Seminary

Administration

- Help create systems and develop strategies to improve YTH ministries
- Partner with the YTH Seminary Director to execute events.
- Administrative duties as assigned by the YTH Seminary Director

High School YTH

- Participate in weekly YTH meetings and activities
- Assist YTH team with High School YTH on Sunday nights
- Have regular facetime at the High School YTH Service (Hosting/Announcements)

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Ethics** - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.

- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 10 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.