

YTH OUTREACH COORDINATOR

GENERAL DESCRIPTION

The YTH Outreach Coordinator will come alongside and assist the YTH Outreach Director on all aspects of Rock Point's relationship with Casteel High School, organizing and running After-School Hangout, planning and executing future YTH events and local/global missions.

CLASSIFICATION: Non-Exempt; Hourly // Status: Part Time (up to 25 Hours/Week) // Team: YTH // Supervisor: YTH Outreach Director, Dale Stevens

WORK SCHEDULE

- Monday & Tuesday | 1pm – 4:15pm
 - Wednesday & Thursday | 9am – 4:15pm
 - Friday | 12:15 – 4:15pm
- *Hours are subject to change and can vary based on ministry needs

ESSENTIAL DUTIES & RESPONSIBILITIES

Casteel High School

Assist the YTH Outreach Director on all aspects of Rock Point's relationship with Casteel High School which includes but is not limited to:

- Being the liaison and champion between Casteel High School and Rock Point Church partnership/relationship.
- Praying, caring, and building relationships with Casteel administration, teachers, staff, and students.
- Planning and executing quarterly staff lunches and monthly Casteel staff gifts.

After-School Hangout (ASH)

Assist the YTH Outreach Director with organizing and running After-School Hangout which includes but is not limited to:

- Intentionally creating and organizing a safe environment and fun experience for youth at ASH.
- Identifying, recruiting, equipping, training, and empowering high-capacity volunteer leaders for ASH.
- Planning and executing ASH special events.
- Partnering with the YTH Team to strategically promote YTH events and kickoffs.

YTH Events and Missions

Assist the YTH Outreach Director with planning and executing future YTH events and local/global missions which includes but is not limited to:

- Partnering and collaborating with Rock Point's Outreach and Events teams.
- Strategizing with the YTH Team on how to implement a culture of local outreach/events and global mission trips for YTH.

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

- Previous volunteer or internship experience in a church environment (minimum 1 year)
- High school diploma or GED
- Strong organizational and communication (verbal and written) skills
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Proficient in: Microsoft Office applications (Word, Excel, Teams, etc.)
- Previous work or volunteer experience in youth ministry
- College degree or currently working towards one

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 25 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 (exceptions allowed on a case by case basis with Lead Team approval);
- 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.