

## 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 (30 Hours/Week) // Team: YTH // Supervisor: YTH Outreach Director, Dale Stevens

### WORK SCHEDULE

- Monday, Tuesday, Wednesday and Thursday | 9:00am – 4:00pm
  - Friday | 2:00pm – 4:00pm
- \*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.