

# **YOUTH UNLIMITED POSITION DESCRIPTION**

**Position title:** SERVE Director

**Reports To:** Executive Director

**Status:** Full-Time

**Level:** 16

**Duties include but are not limited to:**

## **1. Missions Program Quality and Delivery**

- a. Strategic planning and assessment
  - i. Be aware of current mission and youth ministry trends and needs
  - ii. Evaluate YU's SERVE experiences against the current trends and needs.
  - iii. Explore and implement changes in the program as needed to remain relevant to students, youth workers and churches through YU's SERVE experiences
- b. SERVE site (Host team) recruitment and retention
- c. Host team (SERVE site) training and development (Standards of Excellence)
  - i. SERVE 101 training
  - ii. YU/SERVE Leadership Summit training
  - iii. Mobilizing, equipping and empowering experienced Host Team leaders
  - iv. Host Team manual and website resources oversight
  - v. Visit potential SERVE sites to determine if they are fit to host SERVE
- d. Collect post SERVE evaluations, review and assess sending church feedback, making changes as necessary
- e. Annual theme development with SERVE staff
  - i. Collaborate with the contract writer
  - ii. Review writer drafts
  - iii. Ensure Reformed perspective permeates SERVE theme and materials
- f. With support of Youth Unlimited's SERVE Coordinator field and respond to issues arising from participants, host teams, parents, speakers and other constituents
- g. Attend SERVE sites as they are in action to encourage, coach and appreciate them.
- h. Provide on-call support for all YU SERVE sites (24/7 during the experience)
- i. Speak into annual SERVE budget and execute the program within the annual budget.

## **2. Church Engagement**

- a. Retain and recruit churches to host and send students/leaders on SERVE trips
- b. Speak into the annual church engagement/marketing plan that connects with churches and youth workers
- c. Execute the church engagement strategy (see annual plan)

**This position requires the ability to:**

- a. Understand, appreciate and articulate a Reformed Christian world and life view
- b. Think critically about missions, justice and God's call on our lives to serve others
- c. Communicate a vision for ministry to youth and emerging adults
- d. Lead and train multiple volunteer teams
- e. Develop and manage budgets
- f. Organize programs and events with an attention to detail
- g. Communicate clearly and effectively
- h. Give and receive constructive feedback
- i. Develop and maintain customer relationships (churches and youth workers)
- j. Handle crisis situations in a mature and professional manner
- k. Manage multiple tasks simultaneously
- l. Travel during the SERVE season (mid-June through early August) for site visits and as needed during the year to onboard new sites

The ideal candidate will have experience working in a church context with direct involvement in youth ministry. Preference will be given to candidates with a commensurate higher education background. Candidates should provide a cover letter and resume to Rick Zomer ([rick@youthunlimited.org](mailto:rick@youthunlimited.org)) with the subject line: SERVE Director. Interviews will begin immediately with applications being accepted until November 21, 2018.