

***MISSION STATEMENT:** Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

## **HOLLAND RESCUE MISSION**

### **Job Description**

**POSITION:** Rock Youth Ministry Supervisor

**DEPARTMENT:** Children & Youth Ministries

**RESPONSIBLE TO:** Children & Youth Ministry Leader

**LEVEL:** 5

**SUMMARY:** To assist in fulfilling the purpose/mission of HRM by supervising the activities of the ROCK Program.

#### **RESPONSIBILITIES:**

1. Plan and direct after school and summer programs including tutoring, driving, teaching, cleaning, leading activities, and mentoring.
2. Plan and teach weekly Bible lessons and activities for all ages in the Rock program.
3. Oversee Monday and Thursday chapel times, supervising volunteers and planning activities/lessons.
4. Assist with intake process for each student, collecting and filing all necessary paperwork as needed.
5. Process reports for supervisor including taking attendance, collecting statistics, updating guest loans, and reporting volunteer hours
6. Assist in resolving issues and addressing concerns as they arise i.e. major discipline issues, parent relationships, etc.
7. Coordinate with school systems to set up necessary transportation for students
8. Arrange transportation for children during summer and after school programs as well as being responsible for vehicle checklists, cleanliness, and maintenance.
9. Build relationships and communicate with children, parents, volunteers, and mentors
10. Build relationships and communicate with local schools, including teachers, homeless liaisons and guidance counselors.
11. Build relationships with churches and youth pastors.
12. Oversee volunteers who assist in the afterschool program
13. Assist the Children's Ministry Leader as needed, helping in the daycare as needed
14. Work Sunday rotation schedule
15. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
16. Work to protect the reputation of the ministry in all events.
17. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
18. Participate in training as assigned by mission leadership.

19. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
20. Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Personal**

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our guests and point them to Jesus Christ as Savior and Lord.

### **Education and Experience**

- Experience working with children and youth.
- College degree in urban youth work, elementary or secondary education preferred.
- Continuing education is encouraged – conferences or schooling.
- Experience in Rescue Mission work preferred.
- Knowledge of what God is doing through the ministry of Rescue Missions.

### **Skills and Abilities**

- Must love children – especially high-risk inner-city children.
- Must be able to communicate with a variety of people in various circumstances.
- Must have leadership gifts commensurate with position demands.
- Must have organizational and networking skills.
- Must be able to interact in a positive way with guests, volunteers, and other staff – being a team player.

### **Physical**

- Be able to read, write and interpret written documents
- Manipulate, handle, feel and control items or equipment
- Lift a 10-30 pound child, using all safety precautions
- Stand, sit, walk, bend, kneel, reach and play with infants for long periods of time
- Communicate effectively with parents, co-workers and volunteers
- Conduct both outdoor and indoor activities, in both warm and cold temperature
- Occasionally lift and move objects weighing up to 35 pounds

**2 Timothy 3:16-17** *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work. (ESV)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_