

***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: Children and Youth Ministry Leader

DEPARTMENT: Stepping Stones Daycare & ROCK Urban Youth Ministry

RESPONSIBLE TO: Campus Program Manager – Family Hope Ministry Center (FHMC)

LEVEL: 4

SUMMARY: To assist in fulfilling the purpose/mission of HRM by coordinating all aspects of Stepping Stones Daycare and the ROCK Program.

RESPONSIBILITIES:

1. Maintain a daycare that is a safe, clean, and happy environment for all who participate – children, parents, staff, and volunteers.
2. Plan and facilitate care and activities that promote emotional, physical, intellectual, and spiritual growth.
3. Plan and maintain budget for the Children’s Ministry Department.
4. Assist with intake process for each child collecting and filing all necessary paperwork as needed; meet all new families, explain rules, check paperwork, and set up necessary meetings.
5. Process reports for supervisor including taking attendance, collecting statistics, updating guest loans and reporting volunteer hours.
6. Plan daycare calendar, assign tasks, and supervise events and outings.
7. Plan and attend seasonal events throughout the year.
8. Meet with parents of children to discuss concerns.
9. Meet with daycare staff regularly to discuss expectations, areas for growth, and brainstorm ideas to promote the growth of the children.
10. Oversee ROCK Supervisor and assist with the development and growth of the ROCK program.
11. Work with Volunteer Coordinator to coordinate Christmas events - schedule parties, organize and distribute gifts and maintain Christmas donations.
12. Work with Volunteer Coordinator to place daycare volunteers; and coordinate and supervise daycare volunteers and groups.
13. Put together welcome packs, birthday gifts, and good-bye baskets for children.
14. Attend meetings set by supervisor.
15. Coordinate efforts with other agencies to develop a relationship and community connection for parents

16. Teach parenting in both group and individual settings as needed.
17. Pursue personal development by attending seminars/training when appropriate
18. Work with daycare and youth staff including reviews, new hires and terminations.
19. Write grants as they pertain to the children and youth.
20. Work Sunday rotation schedule as needed.
21. Work with FHMC team in overall planning of programs and attend required staff meetings.
22. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
23. Work to protect the reputation of the ministry in all events.
24. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
25. Participate in training as assigned by mission leadership.
26. 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.
27. 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.
- Must be able to acquire CDL license and be willing to drive the HRM bus.

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 temperatures
- 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: _____