



SITE DIRECTOR MINISTRY DESCRIPTION

Position Overview

Facilitate ministry experiences while you experience authentic leadership. Mentor and supervise 3-4 Site Coordinators. Assist with daily service and ministry projects. Manage finances with integrity and maintain the overall spiritual focus of the mission site. Provide leadership for adult leaders and help them process their mission week as they experience it alongside their youth. Develop lifelong friendships with community members and be changed by their love.

Qualifications/Experience

The following is a general description of the knowledge, skills and abilities required for the position of YouthWorks Site Director. An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

YouthWorks Summer Staff Duties & Responsibilities

While you have been hired specifically as a Site Director you are also being hired as a YouthWorks staff team member, which includes the following duties and responsibilities:

1. Attend Site Director ON-RAMP training in the spring, all-staff RAMP training at the beginning of your summer employment and EXIT RAMP at the end of the summer.
2. Be responsible for carrying out the YW Purpose, Vision and Values at your site.
3. Be a committed follower of Jesus Christ, pursuing daily personal growth in your relationship with Christ.
4. Conduct your personal and professional life, with God's help, in a manner consistent with your biblical commitment to Christ.
5. Be a daily spiritual, inspirational and motivational leader for the mission site as a whole.
6. Challenge, engage and walk alongside youth as you encourage them towards deeper relationships with each other, the community and Jesus.
7. Build relationships with, minister to and empower adult leaders in their leadership.
8. Value and respect community relationships as you help participants understand and connect with the community.
9. Lead your site team in keeping the week servant-oriented and Christ-centered.
10. Contribute to a youth-friendly environment through upfront communication, group facilitation and a fun on-site atmosphere.
11. Summer staff positions can be strenuous and physically demanding due to a variety of duties for each role. The ability to walk, stand and be physically active for extended periods (in excess of 40 hours per week) is required.

Site Director Specific Duties

1. Supervise and manage the site team.
 - a. Work for effective communication with your site team by having a weekly check-in with each site coordinator and by providing leadership when staff conflicts arise.
 - b. Encourage personal and professional growth throughout the course of the summer.
 - c. Formally evaluate site coordinators two times during the summer. Promote valid and honest evaluation of performance and individual growth areas.
 - d. Lead staff in setting up the site the first week after RAMP prior to participants' arrival to site.
 - e. Organize and assist staff in completing the daily and weekly tasks necessary to keep the site running.
 - f. Provide spiritual care for each site coordinator. Guide the staff spiritually by leading devotions, encouraging personal quiet time and initiating prayer.
 - g. Provide directive leadership to your site team throughout the summer and especially during Prep Week when you are setting up your mission site and at the end of the summer when you are closing the mission site.
2. Provide leadership for and build relationships with adult leaders.
 - a. Conduct Pre-Trip Calls with Trip Leaders two weeks prior to their mission week to introduce yourself, pray for their group and confirm trip details.
 - b. Prepare and give an Adult Leader Orientation each week and facilitate daily Adult Leader Meetings.
 - c. Be proactive in facilitating open communication between adult leaders and the site coordinators.
3. Oversee the safety of your mission site.
 - a. Make wise decisions and use judgment in caring for the participants, staff and facilities throughout term of employment.
 - b. Adhere to YouthWorks policies concerning safety and ensure that guidelines are being followed on your mission site.
4. Manage a site budget.
 - a. Maintain an attitude of stewardship throughout all YW activities, making wise spending decisions and being conscious of the overall budget.
 - b. Work with staff team to oversee financial integrity and stay within role-specific budgets.
 - c. Organize and report expenditures in weekly financial reports.
5. Partner with site coordinators to assist with daily ministry. Be present at service sites and aid staff in a support capacity.

6. Participate in completing daily and weekly tasks that keep the site running.
 - a. Lead youth and adult leaders in daily meal preparation and cleanup.
 - b. Coordinate housing site daily cleaning tasks.
 - c. Oversee the following site coordinator responsibilities: weekly inventory of food and supplies onsite, weekly vehicle maintenance checks and weekly merchandise sales.
 7. Continue to develop, build and protect community relationships and partnerships within the community you serve. Act as the main liaison between YouthWorks and the community for the summer.
 8. Complete daily/weekly administrative functions.
 - a. Maintain consistent communication with supervisor (Area Director).
 - b. Complete, submit and mail weekly paperwork, or including finances, evaluations and other paperwork as specified.
 - c. Check YouthWorks email daily.
 - d. Share Yea God's and prayer requests with YouthWorks family and with your site coordinators.
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Guitar/Piano/Worship Leaders

- Be familiar with the sample set list located on the Training Website.
 - Learn licensed songs on the Training Website.
 - Be prepared to lead worship each night.
 - Choose music for each night with the Ministry Support Coordinator to create a set list.
 - Communicate set list with entire site team.
 - Be prepared to teach new songs when appropriate.
 - Work to connect with participants and adult leaders to find out what songs each group is familiar with so you can prepare accordingly.
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