

**THE SALVATION ARMY
JOB DESCRIPTION**

Written by: Lt. Jennifer Burke
Date: 5-Sep-17
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TITLE: Youth Ministry Assistant

DEPARTMENT: Corps

REPORTS TO: Corps Officer/ Office Manager

SUPERVISES: Youth Volunteers/ Youth Leaders

SALARY GRADE: 70

STATUS: Non-Exempt

SCHEDULE: Part-Time Plus

COMMUNICATIONS LEVEL: 5

DPW / CPSL JOB PARAMETERS: Mandated Reporter: Yes (If yes, minimum requirement is required.)

Duties include direct care for minor(s): Yes

Ceridian Job Code (for HR use only): _____

<p>FUNCTION: The Youth Ministry Assistant is to support the Corps Officer with reaching out to youth in the community and assist the church in developing new youth programming, as well as meet with prospective youth in the community. Must have an understanding and appreciation for The Salvation Army Mission Statement. The Youth Ministry Assistant will be in charge of gathering volunteers for youth programs and will be the primary contact for youth leaders.</p>

DUTIES:

*Lead and organize effective youth programs implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.

* Maintain contact with students and parents, keeping them informed of ongoing activities. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.

*Seek to integrate youth ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.

* Coordinate a minimum of three outdoor youth/family outreaches a year during warm weather.

* Assist Corps Officer in studies to determine needed areas of youth programming for the corps area. Develop programming to address needs in corps area based upon studies conducted. Evaluate and recommend ministries as needs arise.

* Responsible for encouraging and aiding in the spiritual growth of youth and young adults for The Salvation Army.

* Responsible for encouraging participation and taking part in divisional functions and activities.

* Work to recruit children to attend summer camp and arrange transportation and registration of children.

* Performs related duties as assigned.

Job Description: Youth Ministry Assistant

MINIMUM QUALIFICATION:

* 2, or more years of experience in working with youth.

*The person holding this position must be a uniform wearing salvationist and become an active member at the Milton Corps.

* A minimum of an Associate’s Degree, or work related experience.

* Must have sensitivity to working families from all walks of life.

* Must be experienced in programming skills.

* Must have a personal faith in God and a current Christian witness.

* Must possess management, organizational and creativity skills.

* Must possess basic office skills including use of basic software applications.

* Must possess a valid drivers’ license in good standing

* As a Mandated Reporter, must provide proof of having completed training on recognizing and reporting child abuse meeting the training standards of PA Act 153 of 2014 within 30 days of employment with recurrent training required every three years thereafter.

* Meets the Child Protection Clearances required by PA Act 153 to include PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check.

* Must have an understanding of and appreciation for the Mission of The Salvation Army.

COMMUNICATES WITH:

Internal

Corps Officer
Officer Manager
Divisional Youth Department

External

Public Schools
Local Ministarium
Volunteer Groups
Children & Youth Social Workers

WORKING CONDITIONS:

During an average eight (8) hour workday, the job holder will sit 40% and stand/walk 60%.

- Legend:**
- N Not at All (i.e., Zero Hours)
 - V Very Little (i.e., Zero to one (1) hour)
 - O Occasionally (i.e., One (1) to two (2) hours)
 - F Frequently (i.e., Three (3) to four (4) hours)
 - R Repetitively (i.e., Five (5) to six (6) hours)
 - C Continuously (i.e., Seven (7) or more hours)

Job Description: Program Assistant

WORKING CONDITIONS (continued):

Body Movements:

- Bend/Stoop
- Squat
- Climb
- Reach
- Crouch
- Kneel
- Balance
- Push/Pull

Weight Lifted:

- Up to 10 lbs.
- 11 to 35 lbs.
- 36 to 75 lbs.
- 76 or more lbs.

Weight Carried:

- Up to 10 lbs.
- 11 to 35 lbs.
- 35 to 75 lbs.
- 76 or more lbs.

Hand Movements:

- Light grasping
- Firm grasping
- Pinching
- Vibration
- Torque
- Extended Weight

Environmental:

- Working on Heights
- Work on uneven ground
- Work near moving equipment
- Exposure to heat and cold

Exposure:

- Physical (noise, temperature, dust, etc.)
- Chemical (cleaning solvents, fresh paint, etc.)
- Radiation (microwave in lunchroom, etc.)
- Biological (body fluids)

Area of Special Concern: _____

ACKNOWLEDGMENT: I have read, understand and have received a copy of this job description.

Employee Name

Employee Signature

Date