



ROLE DESCRIPTION:

YOUTH MINISTRY ASSISTANT PROGRAM DIRECTOR

Term:	Seasonal: Spring & Summer
Reports to:	Youth Ministry Coordinator
Enrollment Level:	SLT

Role Description:

Support the ministry of Muskoka Bible Centre by making a positive and lasting impact on youth through Bible centered teaching and being an example of what it means to live your life for Christ.

Accountabilities:

- Managing the day to day programming of Youth Ministry with the assistance of the Youth Ministry Coordinator
- Oversee the registration for all youth who attend Youth Ministry program
- Oversee the three age groups of ministry: YAC (completed Gr 8-12), RIOT (completed Gr 6 & 7) and XT (completed Gr 4-5)
- Managing staff productivity and schedule university and high school aged students
- Service with Excellence Every Time (S.W.E.E.T.)
- Spiritual leadership within the Youth Ministry Department
- MBC Team player
- Duty Manager duties

Qualifications:

- Post-secondary youth ministry training
- Experience leading youth in outdoor and indoor setting, classroom, church, camp or sports
- An applicant studying at a seminary with a major in Youth Ministry would be an asset

Additional Requirements: Compliant with -

- All relevant government regulations
- The MBC Child and Youth Protection Policy (Working with children)
- Staff Handbook policies and procedure
- Occupational Health and Safety Policy: be aware of your responsibilities and act accordingly
- Other Duties as required
- Student Leadership Team expectations and Responsibilities for those who are SLT
- Mature in conduct, professional in communication, conduct and appearance
- Problem solver, guest focused
- Quick on feet, quick responding and can handle crisis
- Able to liaison effectively with guests and program participants
- A heart for influencing youth & young adults to be passionate followers of Jesus Christ
- Comply with the requirements of the Occupational Health and Safety Policy by being aware of your responsibilities and act accordingly; working in the safest possible manner
- Maintain safe and clean facilities environment by developing, enforcing and complying with procedures, rules and regulations
- Be a connected member of the MBC staff team, supporting all departments as team members, extending grace and responding with respect

ROLE DESCRIPTION:

YOUTH MINISTRY ASSISTANT PROGRAM DIRECTOR

Working Conditions:

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff members are expected to share in the vision, mission and ministry of MBC regardless of their role or position
- Weekend and evening work will be required from all staff
- Physical Demands General physical working conditions running and playing with kids and youth. High stress conditions are likely to exist during peak program seasons
- Work hours –
 - You can expect to work 6 days per week
 - You can expect to work 6-8 hours per day
 - You can expect to work 40 total hours (on average) per week
 - Early, late and split shifts should be expected