

SALVATION ARMY

METROPOLITAN DIVISION – RJKCCC Chicago

POSITION DESCRIPTION

POSITION

Youth Development and Outreach Specialist

MISSION

The Salvation Army Ray and Joan Kroc Corps Community Center of Chicago exists to express the mission and ministry of The Salvation Army through a safe, enriching and sacred environment where all individuals have access to opportunities to reach their physical, intellectual, social and spiritual potential. The Vision of the Chicago Kroc Center is to touch individuals, families and seniors of the Southside with Community – Wellness – Excellence – Character – Faith.

OUTCOMES

The Youth Development and Outreach Specialist is a ministry position responsible for the overall delivery of ministry and youth development services for youth (kindergarten through high school). This includes oversight of spiritual and youth development through the Kroc Corps Community Center venues. The Youth Development and Outreach Specialist will assist in the implementation of the 40 Developmental Assets into areas of youth programming in order to ensure that activities designed for children and youth successfully increase the educational, spiritual, social, emotional and physical assets of each child and youth, and engage families and the community in the development of those assets. This individual will also help to ensure a focus on key outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. As a part of member of the RJKCCC Team the Youth Development and Outreach Specialist will plan program implementation throughout the Kroc Center in order to cultivate Developmental Assets in youth.
 - a. Direct the development, implementation and evaluation of programming that meets the goals and objectives of the RJKCCC.
 - i. Utilize/develop curriculum appropriate for the corps, arts, education, aquatics, gym, and fitness areas as it relates to youth and spiritual development.
 - ii. Plan a daily and weekly schedule of activities in departments, on a rotation basis, which will complement current programming to enhance youth development as it relates to spiritual, physical, emotional, mental, and social development.
 - iii. Help to mentor youth by providing spiritual direction and emotional support.
 - iv. Assist in developing and implementing a measurement tool for program development and evaluations using Search Institute's 40 Developmental Assets and other measure tools as approved.
 - v. Develop outreach initiatives that target youth and their families.
 - b. Plan ministry opportunities that target youth without a church to come to the corps (church) on Sunday.
 - c. Follow and ensure adherence to The Salvation Army Policies and Procedures.
2. Leadership to Volunteers
 - a. Assist in the recruitment of volunteers for corps youth ministries.
 - b. Assist to ensure that volunteers are competent and trained on the mission of The RJKCCC and The Salvation Army.

3. Meetings and Communication.
 - a. Works in a cooperative manner with the other on-site staff. This includes the reporting of all statistics and outcomes of the center related to youth development.
 - b. Attends all scheduled staff meetings.
 - c. Works in cooperation with Education/Arts Director, Athletic Director, Aquatics Manager, Gym, Teen Zone and Program staff.
4. Facilities/Safe Working Environment
 - a. Follow procedures for youth drop off and pick up.
 - b. Complete incident reports/records.
 - c. Report any suspected abuse to immediate supervisor and complete SFH Report.
 - d. Keep all appropriate records, such as attendance.
 - e. Monitor areas used in programming in order to maintain a safe and healthy environment.
 - f. Report all problems with facilities to the Facilities Director.
5. Professional Growth
 - a. Attends workshops, conferences, seminars for professional growth in Youth Ministry.
 - b. Attends webinars and workshops on YADI initiative.
6. Other duties as assigned by the Program and Youth Development Officer.

REPORTING RELATIONSHIPS

This position reports to the Program and Youth Development Officer.

This position works cooperatively with the Education and Arts Department, Athletic Department, and Kroc Officers.

This individual interacts with a wide range of contacts both within and outside the Salvation Army. In these contacts they act as a representative of the Army and its mission.

PERFORMANCE MEASUREMENTS

This individual will be evaluated on how effectively the outcomes of this position are achieved as well as how effectively the mission and objectives of The RJKCCC are met.

There will also be an evaluation of how effectively assigned departments and staff accomplish their goals and objectives.

EDUCATION/EXPERIENCE

BA or BS in a related field.

A minimum of three years of experience working with youth, ministry or related field.

CPR, First Aid, and Safe From Harm Certified.

Valid Illinois Drivers' License and insured to provide transportation.

COMPETENCIES

AFFECTIVE:

A strong commitment to promote the mission of The Salvation Army with a passion for seeing the integration of faith and services in a community center setting.

A philosophy and understanding of the youth development which is consistent with that of the RJCCC and The Salvation Army.

A positive attitude and the ability to be flexible in light of changing job situations/priorities.

BEHAVIORAL:

An ability to work with confidential material.

A demonstrated ability to work independently, be a self-starter, and use initiative.

A demonstrated ability to manage projects, priorities and programs in a constantly changing environment.

Warmth and a strong commitment to helping people, along with acceptance of varying lifestyles.

A communication and management style that exhibits the principles/values of The Salvation Army.

A leadership style that fosters team relationships to accomplish objectives and solve problems and crisis in a professional manner.

A service orientation; anticipating and responding to the needs of clients, employees and management.

The demonstrated ability to speak before large and small groups with poise and enthusiasm. Must be able to effectively communicate in English.

Must be attentive to and work appropriately with culturally and socio-economically diverse client population, including youth in inner-city neighborhoods.

Flexibility in accepting assignments with various types of clients and environments.

Good emotional and physical health, patience, and a high frustration tolerance, with ability to work with resistance and hostility.

Excellent communication (verbal and written) and interpersonal skills.

An attention to detail.

Creative programming and event planning skills.

COGNITIVE:

A knowledge of large community centers offering a wide variety of programs and services.

A knowledge of working with the teen population

The knowledge of how to relate to children and adults in a manner that displays a sensitivity to their needs and a respect for their worth as individuals.

An understanding of youth's educational, social, and developmental needs.

An understanding of how to supervise staff and participants of varying education levels and diverse cultural backgrounds.

POSITION LIMITATIONS

This individual will not commit Army resources that have not been allocated or approved; fail to adhere to all Army policies and procedures in carrying out the responsibilities of this position.

This individual will not fail to keep the Program and Youth Development Officer abreast of all critical issues.

In conducting the duties of this position, this individual will not fail to support the mission of The Salvation Army or to accurately represent the mission or teachings of the Salvation Army.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

This position is required to do moderate physical work. In order to successfully perform the essential functions of this position the employee is regularly required to use standard office equipment and a PC. At times they will be expected to participate in community center activities. The work environment for this position includes a community center environment with a medium to high noise level. This employee may be required to drive on occasion. Must be able to lift and carry 40 lbs.

MEMBERSHIP REQUIREMENT

This position has an essential role in fulfilling the full mission of The Salvation Army. Because of the integral nature of this responsibility, membership as an active Salvation Army Soldier (church member and attend Kroc Church and will be a key member of the corps leadership.

COMPENSATION

Exempt RFT

SIGNATURES

Employee

Date

Supervisor
Date: 8/2014

Date

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.