

# **THE SALVATION ARMY METROPOLITAN DIVISION**

## **Ray & Joan Kroc Corps Community Center - Chicago**

### **POSITION DESCRIPTION**

#### **POSITION**

Youth Ministry/Teen Center Director

#### **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 Ministry/Teen Center Director will be responsible to create an inviting and purposeful environment within the RJKCCC to grow teen ministry to all RJKCCC programs, the Kroc Corps (Church,) and specifically the Teen Center. This includes programming educational activities, spiritual opportunities, purposeful - leisure experiences, health initiatives, social activities, working with volunteers, and increasing teen participation in the overall Kroc Center programs and membership.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. As a part of member of the RJKCCC Team the Youth Ministry/Teen Center Director will plan, direct and guide the Teen Center's programs and activities.
  - a. Direct the developmental, implementation and evaluation of programming that meets the goals and objectives of the RJKCCC.
    - i. Utilize/Develop curriculum that is appropriate for the Teen Center.
    - ii. Plan daily activities for Teens (utilization of various Kroc programs, educational, social, health initiatives, trips, games, Bible Studies, and events)
    - iii. Mentor teens 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. Support the annual budget preparation, specifically related to the Teen Center and Youth Ministry programs of the RJKCCC.
  - c. Ensure an office support system that will allow for timely and accurate record keeping, including the areas of statistical reports related to all programs, accounting of expenditures and other reporting as required.
  - d. Create a data base of Teens and Volunteers.
  - e. Plan ministry opportunities that target Teens who do not have a church to come to the corps (church) on Sunday
  - f. Implement and maintain a healthy "follow-up" program with participant families and first time visitors to Kroc youth programs
    - i. Conduct regular visitation with families & youth connected to the Kroc Center programming
    - ii. Participate and help plan outreach events focusing on family enrichment
    - iii. Work with the Education Manager to develop and coordinate parent development opportunities.
    - iv. Work with program staff and ministry team leader to develop strategies for bridging programs/events and connecting children and families to all parts of the Kroc Center.
  - g. Follow and ensure adherence to The Salvation Army Policies and Procedures.
2. Leadership to Staff and Volunteers
  - a. Ensure that Teen Center attendants and volunteers are competent, trained, to the mission of The RJKCCC and The Salvation Army.

- b. Provide direct supervision to the Assistant Senior Coordinator and Volunteers call staff.
    - i. Provide supervision to RJKCCC education staff assigned to work in Teen Center
  - c. Assist in the writing of job descriptions for volunteers in the Teen Center.
  - d. Ensure that all staff and volunteers are trained in Safe From Harm and proper guidelines are followed.
  - e. Maintain clear channels of communication with staff, volunteers and program participants. This will include the writing of internal memos, schedules, flyers, newsletters and one on one discussion.
  - f. Provide staff support to related Advisory Council Committees, as assigned.
3. Meetings and Communication.
- a. Works in a cooperative manner with the other on-site staff, especially in the Education area. This includes the reporting of all statistics and outcome projects of the center related to the education and arts programs.
  - b. Attends all scheduled staff meetings.
  - c. Works in cooperation with Education Director, Athletic Director, Aquatics Director and Arts Director
  - d. Works in cooperation with The Salvation Army Family Services Department
4. Facilities/Safe Working Environment
- a. Develop systems that safe guard any and all facilities, supplies and equipment related the Teen Center.
  - b. Design and implement strategies for youth drop off and pick up.
  - c. Keep incident reports/records
  - d. Report any suspected abuse to immediate supervisor
  - e. Keep all appropriate records such as attendance and time sheets.
  - f. Maintain a safe and healthy environment
  - g. Report all problems with facilities to the Facilities Director.
  - h. Ensure the attractive appearance and cleanliness of the Teen Center..
  - i. In collaboration with the Facilities Director, establish an on-going preventative maintenance program for the Senior Lounge/Center.
5. Professional Growth
- a. Attends workshops, conferences, seminars for professional growth in Youth education.
  - b. Maintains knowledge of current trends in social work and the field of aging.
  - c. Maintains knowledge of current legislation that affects social work practice and youth services.
6. Work with area schools in the development of appropriate assemblies, class presentations, and program promotions.
7. Other duties as assigned by the Program and Youth Development Officer.

## **COMPENTENCIES**

### 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 and 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 attentive to and work appropriately with culturally and socio-economically diverse client population.

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.

Willingness to work with teens in inner-city neighborhoods.

Excellent communication (verbal and written) and interpersonal skills.

An attention to detail.

Creative programming skills and event planning

#### 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.

#### EXPERIENCE

BA or BS in a related field.

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

CPR, First Aid, and Safe From Harm Certified.

Valid Illinois Drivers' License and insured transportation .

#### **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.

#### **REPORTING RELATIONSHIPS**

This position reports to the Program and Youth Development Officer.

This position directly supervises assigned staff and volunteers.

This position works cooperatively with the Education Manger, Welcome Desk Coordinator, Athletic Director and Aquatics Director.

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.

**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.

**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) of the Kroc Center or willingness to become a member within 6 months of hire. The Youth Minister/Teen Center Coordinator will be a key member of the corps leadership and launch team.

**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.

**COMPENSATION** Exempt RFT

SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
Date: 1/12

\_\_\_\_\_  
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.