



Program Manager Job Description

Youth Dynamics Adventures Oregon

Updated March 2021

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview:

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you.

We are seeking to hire a full-time **Program Manger** to help Youth Dynamics successfully fulfill our mission. This person will be responsible to lead and manage all aspects of Youth Dynamics Adventures programs including staff development, risk management, administrative tasks, and leadership development.

Reports to: Adventures Director

Supervises: Seasonal staff, Volunteers and Program Coordinators

Primary Responsibilities:

1. **Staff Development:** Summer and Volunteer Staff Training and Certification. Develop and oversee the technical, soft skills, risk management training, and certification of staff to maintain a culture of professionalism and excellence. Create an environment of accountability and empowerment among staff.
2. **Risk Management:** Maintain a culture of risk management and safety. This includes management and debriefing of all base risk management memos. Take an active role on the Youth Dynamics Adventures Emergency Response Team.
3. **Administration:** Oversee and manage all federal, state, and local government permits. Utilize Youth Dynamics' existing strategic planning and evaluation process; consistently plan for efforts to achieve the Strategic Outcomes for the Youth Dynamics Adventures base.
4. **Leadership:** See that culturally relevant youth ministry programs or activities are created and developed to reach strategic outcomes. Consistently communicate the vision and direction of Youth Dynamics so that it ignites passion and commitment for volunteer staff, donors, and the community at large.
5. **Team Involvement:** Actively participate in the local Management Team.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the basics of adventure based ministry theory.
- Skill in rafting, rock climbing, challenge course facilitation and how to use these tools in ministry
- Skill in training, trip leading, teaching ministry tools such as evangelism and other soft skills
- Experience in permit management.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator)

Job Requirements:

- A degree in Outdoor Leadership and 3 or more years of experience leadership and adventure Ministry.
- Experience in training methods and learning styles
- Collaborative management style and approach. Strong leadership skills.
- Excellent verbal and written communications skills.
- Fundraising 100% or more of personal support.

Competencies and Qualifications:

1. Active and growing relationship with Christ.
2. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
3. Attention to detail
4. Work independently and within a team, with initiative, yet accept direction

Job Type: Full-time

Compensation - The Support Raising Journey:

Youth Dynamics partners with Support Raising Solutions (www.supportraisingsolutions.org) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

To Apply:

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: yd.org. Reply by email to hr@yd.org.

Open Until Filled