



Staffing 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 **Staffing Manager** to help Youth Dynamics successfully fulfill our mission. This person will be responsible to develop, oversee, and supervise all aspects of Youth Dynamics Adventures' staffing, including some hiring aspects of full-time positions as assigned by the Director.

Reports to: Adventure Director

Supervises: Summer staff, interns and select volunteer pool

Primary Responsibilities:

1. **Leadership & Supervision:** Ensuring seasonal staff and volunteers have a clear understanding of their ongoing job responsibilities, ministry plan and personal development plan.
 - **Spiritual Leadership:** Will provide biblical/spiritual concepts and principles throughout programs, training and specific studies. Will assess, guide, and teach teams in accordance with God's word.
 - **Ongoing Coaching:** Ensures each seasonal staff and volunteer, receives timely and accurate feedback regarding their performance, as well as providing appropriate mentoring and coaching to encourage ministry performance improvement
 - **Accountability:** Monitoring progress and administering HR oriented assessments, evaluations and reviews
2. **Administration:** administer basic human resource duties pertinent to this position includes: recruiting, screening, hiring, supervising and management of current and alumni communication and documentation (Hiring and termination decisions by director's approval)
3. **Logistics:** Organize and manage complex schedules and staff assignments. Will disseminate information regarding events, training and other "functions" and assist in the development and management of organizational fundraisers and other ministry events.
4. **Organization Development:** Create and organize office "systems" necessary to carry out responsibilities pertinent to the position with efficiency and professionalism. Will also assist in the design and delivery of required training.
5. **Team Involvement:** Actively participate on local management teams.

Preferred Knowledge, Skills and Abilities:

- Knowledge of Technology and software to produce success in role
- Skill in communication and relationship building
- Skill in navigating various personality and skills that staff contribute to achieve ministry goals

- Experience in communicating mission and vision clearly for recruiting and promotional purposes
- 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 management and leadership experience.
- Experience in navigating challenging Human Resources situations
- 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