



Job Title	Eastern York County Site Director		
Employee's Name			
Supervisor's Name & Title	Gary Grecco Executive Director Scott Gribben Ministry Director Tom Shutt Operations Officer		
Date Prepared	May 1, 2025		
Department			
Location	Mason-Dixon YFC Eastern York County	FT/PT Status Co-Op with Glenview Alliance	20 hours a week
		Job Grade: Key Leadership	

<b>Position Purpose</b>	This position exists to reach 11–19-year-olds with the Gospel through authentic Christ-sharing relationships by leading and overseeing Campus Life ministry with a focus on the Red Lion School District. The focus will be on developing new ministry sites and new leaders for the ministry. Initially this position will be the Site Director for at least one site but will simultaneously be recruiting staff and developing support for additional sites.
	Essential Job Functions and Duties.....
	<b>WEEKLY POSITION RESPONSIBILITIES</b>
<b>Direct Ministry</b>	<p>It is expected that the holder of this position will be in direct ministry at one or more ministry site, possibly being the ministry site director. Being in direct ministry will provide a model for others on how ministry should be performed. For that site, all ministry, ministry preparation, and planning to conduct effective outreach YFC ministry to local 11-19-year-old students focusing on specific RMA's.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>Engage in Relational Ministry Actions with students: <ul style="list-style-type: none"> <li>Contacting</li> <li>Building Times</li> <li>Appointments</li> <li>Small Groups</li> <li>Student Leadership/ Core</li> <li>Club</li> <li>Trips &amp; Events</li> </ul> </li> <li>Engage with students on Social Media Platforms <ul style="list-style-type: none"> <li>In conjunction with the new YFC Chapter Social Media Policies</li> </ul> </li> </ul>

## Leadership Development

- Club and event planning
- Participate in the planning and execution of Chapter wide events
- Developing a Core Team(s) for Ministry Sites
- Obtain or create curriculum, as needed
- Decide on delivery of curriculum
- Obtain supplies for games, prizes, etc.
- Implement the Five Essentials in your site(s): Widespread Prayer, Loving Relationships, Faithful Bible Teaching, Collaborative Community Strategy, Adults Who Empower

We are unable to execute effective student ministry if we ourselves and our leadership teams are unhealthy and not abiding in Christ. The development of your leadership team, and yourself, is vital.

### *Responsibilities:*

- Communicate often and in an inspiring manner with volunteers and staff about the mission of reaching lost teenagers for Christ.
- Create an oversight group of volunteers to assist in the task of support raising, casting vision and public relations. Identify key people on this oversight group to become a board member of Mason Dixon YFC.
- Conduct ministry site leader meetings once a month
- Raise up leading volunteers to take greater responsibility with the potential of becoming a ministry site leader.
- Hold special training for volunteers at least once a year
- Implement a volunteer communication plan
- Schedule and conduct building times with your team
- Hold a celebration event for your volunteers once a year
- Recognize and thank your volunteers
- Have two appointments with your volunteers annually
- Hold leaders accountable for engaging with students
- Pray with your team and individuals
- Continue to seek out new volunteers
- Take advantage of leadership resources (*books, podcasts, etc.*)
- Attend training events each year (*RLC, MLC, etc.*)
- Observe Abide Day every other month as established
- Organize teams of 5-10 volunteers per ministry site.
- Visit ministry sites to ensure that standards are achieved.

## Public Relations

To do successful youth ministry, it is vital to engage in relationships and communication with local professionals in your ministry area.

### *Responsibilities:*

- Send personal communication to school or institution administrators/counselors
- Call local church leaders and ask if you can share the ministry of

<p><b>Fundraising</b></p>	<p>YFC with leadership or congregation asking how you can pray for them</p> <ul style="list-style-type: none"> <li>• Be in regular communication with the parents of your students for ministry models that allow this type of contact.</li> <li>• Be in touch with local community leaders (<i>town hall, Mayor, supervisors, administrative staff</i>)</li> <li>• Send a hand-written note to any of these leaders</li> </ul>
<p><b>Training Responsibilities</b></p>	<p>It takes paid staff and leaders of all capacities to reach and maintain the annual budget set forth by our Chapter Board of Directors. Each member of staff is required to raise funds through various efforts to meet their set %, amount established at time of hire, or in the most recent performance evaluation.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Monthly support letter</li> <li>• Participation in scheduled YFC Funding Events (<i>Celebrate Stories, Golf Outing, Auction, Year End, etc.</i>)</li> <li>• Face to face appointments</li> <li>• Personal Interaction</li> <li>• Technology Opportunities (<i>Text, Social Media Platforms, Email</i>)</li> <li>• Grant Opportunities</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Participate in all YFC Training Opportunities <ul style="list-style-type: none"> <li>○ Within the Mason-Dixon YFC Chapter</li> <li>○ Leadership Council Meetings &amp; Established In Office Leadership Meetings, (Still to be determined)</li> <li>○ In the New Leader Cohort (YFC/USA) year long training that will require two times of travel and in pursuit of YFC Staff Credentialing</li> </ul> </li> </ul> <p>Administrative work is necessary to help us see success in direct ministry.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Update Google calendar at least weekly</li> <li>• Meet with supervisor on bi-weekly basis</li> <li>• Impact online reporting</li> <li>• Attend staff meetings</li> <li>• Update mailing lists</li> <li>• Complete YFC Credentialing Process</li> <li>• Referring to Standards and Best Practices found in the Knowledge Base/YFC Hub</li> </ul>

<b>Specific Transition Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Executive Director in the recruitment of staff to oversee the ministry in Red Lion School District.</li> <li>• Communicate an environment to volunteers and donors that the transition is a continuation of the previous work of YFC in the area.</li> <li>• As volunteers and staff progress, recommend to the Executive Director those who might fill paid positions.</li> </ul>

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	Must be knowledgeable of YFC RMA's, capable of excellent written and oral communications, skillful in developing and executing a ministry plan, inspiring in training volunteers and resourceful in relationships that lead to achieving ministry objectives.
Education & Experience	Bachelor's degree
On the Job Training	As needed
Equipment & Software Utilized	Microsoft Office Suite, Microsoft Teams, Zoom, Impact, Excel
Travel Requirements	Ministry Sites in Eastern York County, specifically Red Lion School District, Staff meetings, training events, and ministry events.
Scope of Authority	
Manages Budget	Yes      No If yes, which budgets? Ministry Budget for Red Lion School District
Supervisory Responsibilities (#of individuals)	Supervise Ministry Site Leaders of multiple sites. Manage one site personally, supervising ministry volunteers of that site.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.