



Job Title	Juvenile Justice Ministry Site Staff		
Employee's Name			
Supervisor's Name & Title	Isaiah Herrera, Director of JJM & City Life		
Date Prepared		Date Modified	
Department	JJM-50	Division	
Location	YFC Central Valley	FT/PT Status If PT, # hours/week	FT: Maximum 40 hours/week
FLSA Status	Exempt	Job Grade	
Pay range \$17-19/hr (or salary equivalent for licensed minister) – valid as of 2/2024			

Position Purpose	To effectively provide direct services to incarcerated and justice-involved youth.
Estimated % of Time	Essential Job Functions and Duties
5% (2-3 hours)	<p>Personal & Spiritual Development</p> <ul style="list-style-type: none"> Practice discipline of abiding in Christ according to John 15 Reading leadership, spiritual growth, personal development books Regularly seeking God through prayer & Scripture reading
5% (2-3 hours)	<p>Team Participation</p> <ul style="list-style-type: none"> Weekly Monday leadership & team meetings from 9:30am – 11am Other team member connecting as needed to further the mission of Youth for Christ through ministry collaboration Teach and lead using Scripture, pray with and encourage others Departmental team meetings as set by Director
35% (12-15 hours)	<p>Juvenile Hall Related Responsibilities</p> <ul style="list-style-type: none"> Appropriately, professionally communicate with Probation staff Work alongside volunteers, relaying direction from YFC senior leadership; acting as primary point-person for activities, ministry, etc. Provide resources & assistance for service to the youth, including prayer, Bible study, mentoring, post-release planning, conducting church style service, among other possible duties related to in-facility care Includes Sunday church services, up to 2x/month, and mid-week activities, no more than 2 nights a week Provide opportunity & connection to outside services when released

<p>45% (14-17 hours)</p>	<ul style="list-style-type: none"> • Learn & understand proper policies and procedures • Not a complete comprehensive list of all detailed activities, other duties may arise as needed within facility, for example, teaching a special class or summertime yard activities <p>After-Care Related Responsibilities</p> <ul style="list-style-type: none"> • Mentor, disciple youth upon release from custody, including job, school, spiritual, and other guidance as needed on case-by-case • Work with youth’s families as needed and as appropriate • Help youth create and implement personal goals for success • Cultivate holistic ministry as laid out in the City Life model • Participate in community and school related activities where higher rates of incarcerated youth live and attend (important for training purposes)
<p>10% (3-5 hours)</p>	<ul style="list-style-type: none"> • May be needed at City Life or Campus Life to help connect youth, also not comprehensive as needs could arise in the future since this aspect is still being developed <p>Development, Admin, Other Required Work</p> <ul style="list-style-type: none"> • Grow and maintain financial partner relationships • Building community connections • Collect & maintain confidential record for data reporting • Planning, strategizing, etc. with the team • Attending national JJM zoom calls and other training opportunities • Shadowing other staff, learning YFC practices, culture, values, leadership Blueprint, Knowledgebase, etc. • Working on 30, 60, 90, 180 goals and objectives; understanding Coordinator level duties
<p>Fundraising Responsibilities</p>	<p>All YFC regular full time employees will be given the opportunity to be involved in the Stewardship functions of YFC/USA. These opportunities could include fund raising events, circle of influence/YFC donor contacts, and other opportunities as provided.</p>
<p>Spiritual Responsibilities</p>	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.</p> <p>As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:</p> <ul style="list-style-type: none"> • Seek God’s guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.

	<ul style="list-style-type: none"> • Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC. • Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events. <p>Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position:</p> <ul style="list-style-type: none"> • Perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise. • Perform and lead religious ceremonies such as weddings, baptism and funerals when called upon by staff and other members of the YFC community.
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EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent interpersonal and emotional intelligence skills • Life that models the life of Christ • Ability to learn quickly, adapt, stretch skillset • Have an understanding of case work management • Ability to develop relationships among diverse groups of people by age, gender, race, ethnicity, etc. • Ability to balance professional expectations while providing spiritual guidance, encouragement, and comfort • Basic computer skills, and ability to learn basic Microsoft Office uses
Education & Experience	<p>High school graduation or equivalent. Experience working with people in professional settings.</p>
On the Job Training	<p>As needed. This position is unique as it is designed to allow the employee to gain relevant experience to become promoted to Coordinator level position.</p>
Equipment & Software Utilized	<p>Microsoft Office Suite, Microsoft Teams, Salesforce, Zoom, Adobe Sign, YFC Impact, Giving Fuel</p>
Travel Requirements	<p>Minimal, some local may be required, rare for any extended/long-distance. Mileage is reimbursed based upon current mileage rates and rules.</p>

Scope of Authority	
Manages Budget	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which budgets?</p> <p>Department 50</p> <p>A Budget Manager is responsible:</p> <ul style="list-style-type: none"> • To align all financial resources to the YFC strategic plan in accordance with the delegation and direction of the Budget Managers Division Head. • For Approval, coding, and financial decision-making related to their assigned Division/Department/Action Plan budgets. • To communicate overfunded/underfunded tasks to their Division Head and the VP of Finance in a timely basis.
Supervisory Responsibilities (#of individuals)	Gives direction to volunteers upon the guidance of JJM Director, but not responsible to supervise. May be asked to assist as needed or appropriate.

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

This is an “at will” position and is also subject to the terms, conditions, and guidelines outlined in the Leader Handbook. Violation of any of these may subject the employee to disciplinary action, including termination.