



Job Title	Point Break Coordinator		
Employee's Name			
Supervisor's Name & Title			
Date Prepared	7/8/24	Date Modified	
Department	Campus Ministries	Division	
Location	YFC Central Valley	FT/PT Status If PT, # hours/week	Full-time, 40hrs/week
FLSA Status	Non-exempt	Job Grade	Full-time
Salary Range	\$20-27 per hour or equivalent salary		

Position Purpose	To coordinate all aspects of the Point Break and Stand Together workshops with local schools in the YFC Central Valley territory, and provide delivery of the material to groups of 60-100 youth and school staff at each workshop. Additionally, this position will be involved with other ministry aspects such as participating in local campus ministry efforts at schools where workshops are provided.
Est. % of Weekly Time	Essential Job Functions and Duties
5% (1-2 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, etc. Regularly seeking God through prayer & Scripture reading Ensure ministry sites & programming model YFC mission, standards, etc.
10% (3-5 hours)	<p>Team Participation</p> <ul style="list-style-type: none"> Weekly Monday leadership & team meetings from 9:30am - 11am, or as directed Other team member connecting as needed to further the mission of Youth for Christ through ministry collaboration Working/coordinating with other ministries to fully pursue 11-19 year olds Teach and lead using Scripture, pray with and encourage others Meet with site leaders/volunteers, and any direct report staff regularly (consistently as appropriate)
55% (21-23 hours) *heavier caseload in the fall, lighter load in spring; about 25 annually	<p>Point Break & Stand Together Workshops</p> <ul style="list-style-type: none"> Keep organized lists of schools, workshops, contacts, etc. utilizing Microsoft Excel or other agreed upon software programs

<p>15% (4-6 hours) *this load will be lighter in the fall, heavier in the spring</p>	<ul style="list-style-type: none"> • Plan ahead to communicate all facets of the workshops including pre-planning, school expectations, volunteer scheduling, workshop supplies, ensure all audio-visual equipment is working accurately • Conduct workshops including set-up, delivery of day-long material, wrap up and, clean up • Provide follow-up communications and plans with needed staff including school counselors, points of contact, other campus ministry staff, and Director
<p>5% (1-2 hours)</p>	<p>Campus Ministry Support & RMAs</p> <ul style="list-style-type: none"> • Provide follow-up support to clubs and other activities at the sites where workshops are held. • Assist in starting or expanding ministries, programs, and services to schools where workshops are held (requires working with Director and other Coordinators) • Being directly involved in and/or providing coaching/mentoring for specific campus ministry sites/schools (number may vary by need, per direction of Director) • Help recruit volunteers and market the ministry • Practice, model, and ensure continued growth in the RMAs (Relational Ministry Actions) – includes contacting, building times, Campus Life clubs, appointments, camp/trip activities, small groups, and CORE Teams when appropriate (review YFC Knowledgebase for specific guidance) • Communicate with school officials, club advisors, student leaders, etc. • Work with CORE leaders/teams as appropriate for those campuses • Maintain relationships with school administration, club advisors, and other staff in support of campus ministry efforts
<p>10% (3-5 hours)</p>	<p>Development</p> <ul style="list-style-type: none"> • Do weekly and monthly Faithful Activities in Salesforce (or other CRM software) to track prospective and current partners/donors • Consistently update, thank, provide ongoing and/or new giving opportunities, including personal letters and quarterly letters • Work with Ministry Director and Executive Director on communicating with personal and organizational donors • Consistent prayer for donors, communicating with the team prayer needs/requests • Assist and recruit for major events • Live this model: love the person, communicate the vision, present the needs <p>Administration, Communication, & Community Collaborations</p>

<p><u>TOTAL: 100%, 28-31.9hrs</u></p>	<ul style="list-style-type: none"> • Work with Director(s) to track all relevant data at ministry sites, and enter into YFC database • Collect and communicate stories, successes, needs, challenges, etc. • Participate in relevant networks, support groups, learning cohorts, etc. • Work with like-minded partners for the sake of holistic, wrap-around care for 11-19 year olds • Understand Volunteer Life Cycle and work with Director to ensure site leaders/volunteers are cared for, built up, onboarded/offboarded appropriately • Timely response to phone calls, messages, emails, etc. typically within 2 business days
<p>Fundraising Responsibilities</p>	<p>All YFC employees will be given the opportunity to be involved in the Stewardship functions of YFC. These opportunities may include fundraising events, communicating and meeting with circle of influence/YFC donor contacts, and other opportunities as provided.</p> <p>All YFC staff will live by the following fundraising mantra, with joy and enthusiasm: Love the person. Cast the vision. Communicate the needs.</p> <p>Part-time basic and part-time plus positions will be included in these opportunities, but will receive direction from their department director or Executive Director regarding any required duties. There are greater expectations from full-time employees.</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"> • Adhere to the beliefs and standards in the YFC Leader Standards code of conduct. • Seek God’s guidance and wisdom, through prayer and meditation, Scripture from the Holy Bible for the organization as a whole as well as for specific ministry initiatives. • Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC, modeling from your own spiritual life • 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"> • Demonstrate YFC’s core values: humility, wisdom, honor, joy • Excellent interpersonal and emotional intelligence skills; Ability to work with and communicate to diverse groups from different ethnicities, backgrounds, socio-economic statuses, etc. • Life that models the life of Christ • Must have excellent team work skills, ability to interact with diverse groups of people, work well with others within the organization • Ability to manage more than one project at a time • Basic computer and software skills • Ability to plan ahead and follow through on tasks • Ability to inspire and rally leaders together • Able to learn, ask questions when help is needed, and work independently • Ability to take initiative, but demonstrates humility to follow director’s and Executive Director’s direction
Education & Experience	<p><u>Degree required:</u> preferred bachelor’s degree</p> <p><u>Minimum years in similar role:</u> 3 years</p> <p>These requirements may not necessarily exclude employee from the position, but will impact starting compensation to adhere to fair employment practices and any applicable federal or state employment laws.</p> <p><u>Willing to acquire a minister’s license. Minister’s license obtained:</u> Y / N</p>
On the Job Training	<p>All paid YFC staff will be asked to complete the YFC leadership process which may include One Heart retreats, New Leader Cohorts, National Leadership Conventions, and more</p>

Equipment & Software Utilized	Microsoft Office Suite, Microsoft Teams, Salesforce, Zoom, Adobe Sign, YFC Impact, Giving Fuel
Travel Requirements	<p><u>Local Travel</u>: expected driving between the office and sites within the relevant target area of which mileage will be reimbursed according to IRS guidelines</p> <p><u>Long-distance travel</u>: Rare for any extended/long-distance travel (estimated 1-2x/year or every other year)</p>
Scope of Authority	
Manages Budget	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which budgets?</p> <p>This position will work with the Director to oversee the relevant department budgets, but will not be responsible for them.</p> <p><u>Department #54 (may include #32), Department: Campus Life, Division: Point Break</u></p> <p>A Budget Manager is responsible for approval, coding, and financial decision-making related to their assigned Division/Department/Action Plan budgets. Any budgetary needs outside of or more than the provided budget must get clearance from Executive Director first.</p>
Supervisory Responsibilities (#of individuals)	None paid staff currently. Potential supervision in the future. Will include various volunteers and student leaders. (# of individuals will vary)

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.