

# JOB DESCRIPTION - YOUTH WORKERS SAMPLE 1

**Position Title:** Youth Worker

**Responsible to:** Corps Officer / Centre Manager

**Approved:** **Position Holder**.....

**Corps Officer /Centre Manager**.....

**Date:**

**Review:** This job description will be updated /reviewed at least annually, usually as part of the performance review process.

## POSITION SUMMARY

The primary objectives associated with this position are to.....

- under the direction of and in co-operation with the Corps Officers/Centre Managers, be an integral and supportive member of the Corps and its leadership team.
- in conjunction with the Corps Officer/ Centre manager and YPSM, give leadership and Support to the Corps/Centres work with all young people.
- give priority to providing effective leadership, support and activities....
  - : for those within the 13-25 age group within the Corps/Centre , resulting in our young people being empowered and equipped for service and evangelism.
  - : for outreach among young people in our community.

## FUNCTIONAL RELATIONSHIPS:

*It is expected you will communicate as necessary with.....*

*In regard to.....*

- Corps Officer/Centre Manager
- Census Board / Corps Council
- Other Corps/Centre staff
- YP Local Officers

## **OTHER DETAILS:**

### **KEY TASKS**

**1. Work under the direction and supervision of the Corps Officer / Centre Manager and in conjunction with other local officers, towards achieving agreed priorities.**

#### **Expected Outcomes:**

- Functional and supportive working relationships exist with the Corps Officers/Centre Managers, YPSM and Corps local officers.
- Work undertaken reflects agreed priorities.
- Attends, reports to and effectively participates in:
  - weekly staff meetings and regular supervision sessions.
  - Corps Council meetings.
- Youth Worker feels well supported by Corps Officers/Centre Managers and local officers; and the Corps Officers/Centre Managers and local officers feel well supported by the Youth Worker.
- Participates in a range of youth and Corps/Centre activities.

**2. Provide support and, where necessary, leadership to ensure youth work of the Corps/Centre effectively meets the needs of our young people.**

#### **Expected Outcomes:**

- Our young people and their leaders feel well supported and have people who take an active interest in them; and from whom they seek and receive advice and support.
- Periodic reviews of the effectiveness of our youth work are undertaken.
- Strengths are clearly identified and maintained.
- Needs are clearly identified and action is taken to address these.
- Where necessary, short-term leadership tasks are undertaken and "locals" are being equipped to perform leadership roles.

**3. Ensure our 'older' young people receive support and pastoral care along with opportunities for being equipped and encouraged to be active in a variety of roles and Corps/Centre activities.**

#### **Expected Outcomes:**

- An active, united Youth Group undertaking a balanced and interesting range of activities; with increasing numbers of new people attending, being saved and becoming involved in the life of the Corps / Centre.
- A functional Youth Group leadership and management structure with maximum involvement of young people in taking responsibility for youth activities.
- Youth Bible Studies and Prayer Groups exist and are well attended.
- The spiritual growth of our young people is promoted.
- Opportunities exist for young people to be "equipped" for service, evangelism and leadership.
- Our young people participate in a range of Corps/Centre activities and Divisional youth activities; and are active in leadership, service and evangelism.
- Services with a "youth emphasis" are held periodically; and there is regular participation by young people in our regular services.
- A range of young people are involved in the Corps welcoming team and are able to provide counselling and support for new Christians.
- Young people, their families and the Corps/Centre are well informed about youth activities and are mutually supportive of each other's efforts.

**4. Provide support, assistance and, where appropriate, guidance for our young people's leaders and workers**

**Expected Outcomes:**

- Effective support is given to young people's leaders and workers in ways which enhance their work with young people.
- Ongoing links exist with other youth agencies, resource personnel, community services, youth workers.
- Where appropriate, guidance and training is provided which improves the quality of programme and better equips YP workers for their tasks.

**5. Explore the possibilities and establish outreach and service opportunities among young people within our Corps community / Centre.**

**Expected Outcomes:**

- Close liaison is maintained with the Corps Officer / Centre Manager, Pastoral Asst, Family Store Manager and youth leaders; opportunities for outreach and service identified, followed up and, where appropriate, actioned.
- Possible contacts and involvement with young people through community organisations and schools are explored and, where appropriate, responded to.
- An increasing number of young people who are "outside" the Corps/Centre are becoming involved in youth activities.
- Our young people are involved in a range of service and evangelical activities.

**6. Undertake ongoing training, seeks advice and guidance as needed, participate in supervision and review meetings.**

**Expected Outcomes:**

- Needs are successfully identified and addressed in ways which result in increased effectiveness.
- Ongoing spiritual and professional development is occurring.
- Work is consistent with expectations.
- Appropriate work records are kept.
- Requirements relating to training and supervision are met.

**7. Undertake other responsibilities, which may be required by the Corps Officer/Centre Manager from time to time.**

**Expected Outcomes:**

- Effective participation in and promotion of Corps/Centre activities and functional assistance as required.
- Youth Worker is an integrated member of the Corps/Centre "management team" and Corps/Centre life in general.
- Effective completion of all given tasks.
- Responsiveness to emerging needs and flexibility in responding to these.

# **JOB DESCRIPTION - YOUTH WORKERS**

## **SAMPLE 2**

**JOB TITLE:** Youth worker

**RESPONSIBLE TO:**

**WORKS WITH:**

**HOURS:**

\*\*\* hours per week

**SALARY:**

\$ \*\*\*\*\* per year

### **SUMMARY OF POSITION PURPOSE:**

Under take responsibilities as required by the Divisional Youth Mission Director to:

- Create and maintain the personnel structure and programme necessary to ensure the innovative, imaginative, lawful, efficient, and effective youth work.
- Support the Divisional Youth Mission Director, Corps Officers/Centre Managers, and volunteer Youth leaders in the development of effective youth work as outlined in the nation youth teams mission support manual.
- Undertake programme and personal management tasks as required to ensure a relevant and cutting edge expression of youth work.

So that

- The various youth personnel and programmes are conducted lawfully, efficiently, and in ways that are consistent with The Salvation Army's mission statement and guidelines, and with the functions and outcomes to be agreed upon.

### **LIMITATIONS OF AUTHORITY:**

- A Youth worker is responsible in all matters to the Divisional Youth Mission Director and their respective Commanding Officer and has no authority to commit or incur expenditure unless it is approved in the current budget and there are sufficient funds on hand for expenditure.
- A Youth worker is expected to maintain established procedures and policies as described in The Salvation Army Youth Mission manual, and must bring and departure from these to the attention of the (DYMD).

**FUNCTION:** To effectively engage youth pastorally, socially, and spiritually.

**OUTCOME:** Youth will encounter the claims of Christ over their lives and grow in personal and spiritual wholeness.

**FUNCTION:** Train volunteer youth leaders in the principles and practices of effective youth work as volunteers.

**OUTCOME:** Volunteer youth leaders will become effective leaders of quality youth work in local Corps /communities.

**FUNCTION:** To assist young people as they make the transition from adolescence through to adulthood.

**OUTCOME:** Youth will receive the required level of support necessary to help in this crucial period of transition.

**FUNCTION:** Seek to begin and develop youth programmes such as 'Ground Zero' , Ignition and Fuel with provide a clear path of development and opportunity for youth.

**OUTCOME:** Youth will progressively get involved in these programmes as they are developed and will benefit from the purposes and resources of these programmes.

**FUNCTION:** Facilitate the running of programmes as necessary, such as a camps, youth group, small groups etc to ensure the development of youth and leaders.

**OUTCOME:** A broad base of young people from Corps/Centre and community will encounter the claims of Christ upon their lives and the kingdom of God will be advanced.

**FUNCTION:** Provide advocacy support for the youth within their particular Corps/Centre.

**OUTCOME:** Youth will have the required to support to enable them to communicate any concerns and issues to Corps/Centre leadership.

# **JOB DESCRIPTION - YOUTH WORKERS**

## **SAMPLE 3**

**Title: Salvation Army Youth Worker**

**Responsible to: Corps Officers/Centre Managers**

### **Objectives:**

- a. To lead young people into a personal relationship with Jesus.
- b. To provide a discipleship programme for the youth, that encourages them in their Christian journey, and provides opportunity for leadership development.
- c. To find creative ways for young people to belong to, and serve in the Corps/Centre.
- d. To see the Corps/Centre vision for community ministry and spreading the Gospel worked out through our Children and Youth Programmes.
- e. To ensure that the children and youth are encouraged to flow through the Corps/Centre Programmes as they grow older.
- f. To continually review Children and Youth Programmes to ensure that they are safe, that they achieve their objectives, and that they have the required resources.

### **Work Relationships:**

Responsible to the Corps Officers/Centre Managers.

Work alongside the Children's Ministries Leaders and in conjunction with them, to co-ordinate planning, programmes, and style of ministry to Children and Youth.

### **Key Tasks:**

- a. To establish a Youth Cell Group that provides for the discipling of youth in the church, to be held no less than once a fortnight.
- b. To plan and oversee Youth Group events for the Junior and Senior Youth Groups that provides an outreach opportunity to the youth of the community.
- c. To provide for the pastoral care of the youth.
- d. To work alongside the Children's Ministry workers in the Corps/Centre to ensure ongoing training is carried out in areas of safe practise, control and discipline, and effective communication.
- e. To co-ordinate 4 Family Services/Celebrations a year, involving the Children and Youth, and their families.
- f. To explore community youth needs and develop services in response to these e.g. homework

Centre, anger management courses.

g. To be responsible for the Youth Group budget, in partnership with the Corps Officers/Centre Managers and the Corps/Centre Treasurer, with specific responsibility for generating ongoing funding for resources through applications to EDF, and other appropriate trusts.

h. To meet at least once a term with Children's Ministry Workers to attend to:

- a. Administrative matters, i.e. roll keeping, publicity.
- b. Co-ordination of programmes and use of facilities, ie hall space, van.
- c. Co-ordination of funding and resources, needs and applications.
- d. Co-ordination of vision, and style of ministry to Children and Youth.

i. To be a member of The Salvation Army Corps Council, with specific responsibility to represent the youth at these meetings.

j. To continue to receive training and develop skills relevant to Youth Worker's role.

k. To meet weekly with the Corps Officer/Centre Manager for reviewing objectives and for support in the Youth Worker role in the Corps/Centre.

## **Results Required**

### ***Youth Group:***

To have Youth Group programmes that cater for Junior (Form 1 &2) and Senior (Form 3+) Youth, running at least fortnightly.

To have programmes running that are well organised, safe and in keeping with our beliefs as a Salvation Army, and our Corps/Centre values.

To see community youth being linked into the Youth Groups, the Cell Group, and into Corps/Centre life.

To see the youth making decisions to follow Jesus.

To see Youth Group members develop as leaders through assisting with planning and running of programmes, and leadership training as appropriate.

### ***Youth Cell Group:***

To have a Youth Cell Group (for Form 3+ Youth) meeting at least fortnightly with an average attendance of 10 within 12 months.

To develop youth as leaders for cell groups, with at least one person becoming a leader within 12 months.

Pastoral care of youth will be taking place - every cell group member being visited at least twice a year.

### ***Working alongside Children's Ministry workers:***

A planning meeting will be held at least once a term with all Youth and Children's Ministry workers.

This meeting will cover at least the following:

- An overview of planning for the term, in relation to the vision, and the blending of the different ministries taking place
- The planning of Family Celebrations
- The co-ordination of resources - vans, halls, sports gear etc.
- Any specific needs of groups re training, programming, safety, financial resources.

**Administration and Funding:**

Keep clear records of all income and expenditure, which is to be signed off by the Corps/Centre Treasurer monthly.

Complete monthly statistical information required for Corps/Centre Statistical Return.

Be responsible to raise approx. \$\*\*\*\*\* per annum through Trusts, Community Funding etc towards programme needs.

**Skills and Attributes Required for this Role**

- A strong personal relationship with Jesus Christ.
- The ability to work as part of an enthusiastic and committed team.
- The ability to co-ordinate teams of people in ministry and planning.
- A commitment to the vision and mission of The Salvation Army Corps/Centre.
- Good planning and communication skills.
- A sense of humour.
- Be self-motivated.
- Be innovative.
- The ability to delegate.
- The ability to empower others in leadership.
- Proven ability to work with Youth and Children.
- A passion for youth and children's ministry.

**The Corps/Centre will provide:**

- Support through weekly staff meetings.
- Office space and office supplies i.e. phone, stationery, access to computer.
- Funding for monthly supervision with recognised supervisor.
- Financial support as outlined on Proposed Budget plan.

**Commitment and Remuneration**

Proposed hours: \*\*\* hours per week, over a minimum of \*\*\* days as arranged, and including at least \*\*\* hours on a Sunday.

Vehicle allowance at the official rate - \*\*\*c per kilometre, maximum \$\*\*\*\* per year.

Pay rate as per Youth Worker Allowance Schedule.