

**The Salvation Army**  
**Ray and Joan Kroc Corps Community Center**  
2825 Y Street  
Omaha, NE 68107  
Phone: (402) 905-3500



*Saved to Serve*

---

**JOB DESCRIPTION**  
**YOUTH MINISTRIES COORDINATOR**

**Department:** Kroc Church

**Education:** Bachelor's Degree, preferably in youth work, education or related field, or equivalent experience

**Reports To:** Officer for Youth Development

**Salary/Wage:** Depending on Education/Experience

**Relevant Work Experience:** 2+ years preferred

**Status:** Full-Time Employee, Exempt

**Contact:** Send resumes to: [www.careerlink.com](http://www.careerlink.com)

---

**Prepared by:** Lt. Bersabé Vera

**Prepared Date:** 7/21/2011

---

**SALVATION ARMY MISSION STATEMENT:** The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**KROC CENTER PURPOSE STATEMENT:** Inspire people to discover their God given talents and develop their potential through artistic, educational, physical, and spiritual experiences in a Christ-centered atmosphere.

**SUMMARY/PRIMARY PURPOSE:** The Youth Ministries Coordinator is responsible to develop Christ centered youth programs: Sunday school, character building, discipleship programs, and oversee the game room ministry. During interaction with Kroc members, take advantage of the opportunity to introduce people to Jesus Christ and lead them into fellowship within the Kroc Church.

**DUTIES AND RESPONSIBILITIES include the following**

**PROGRAMMING RESPONSIBILITIES**

- Develop, implement and monitor The Salvation Army Kroc Youth Programs for Grade School, Jr. & Sr. High School and Young Adults including Bible Study, Discipleship, Worship, Evangelism, Fellowship, Outreach Ministry and Missionary opportunities. (including traditional programs such as Junior Church, Jr. Soldier & Corps Cadets).
- Develop, implement and monitor game room ministry.
- Stay current with youth ministry practices. Attending conferences as requested.
- Represent the Kroc Center on youth related committees as assigned.
- Promote, support and transport youth to TSA Divisional and Territorial events/camps chaperoning when necessary.
- Participates in Day Camp Planning and Leadership as needed
- Organize fundraising events as needed.
- Assist with van pick-ups for youth programming and church services
- Mentor Youth and help develop them in their relationship with the Lord and with others
- Develop pastoral visitation plan for youth and their families in cooperation with the Officer for Youth Development.
- Help Implement the 40 developmental assets

## **ADMINISTRATIVE RESPONSIBILITIES**

- Communication clearly and in a timely manner
  - With students and parents keeping them informed of programs, strategies and plans
  - With appropriate Kroc staff organizing rooms and resources that are needed for programming
  - With Youth Development Officer getting appropriate approvals
- Plan basic annual programming 12 – 18 months out with detailed plans occurring 2 - 4 months out.
- Collect & maintain accurate attendance records and report them to the statistician on the Monday following all programs.
- Maintain accurate financial records and documents for all youth programs
- Effectively present information to Management, Funding and Advisory Organizations.

## **SUPERVISORY RESPONSIBILITIES**

- Identify, train and oversee Soldiers/Volunteers to run Sunday school openings and classes, Junior Church. Assist Officers in pastoring leaders and providing them with training and instruction.
- Schedule, train, and manage assigned staff for game room and youth programming
- Remain accountable and responsive to the Youth Development Officer
- Participate as needed in evaluation of employees under your direction

## **QUALIFICATIONS**

- An evangelistic Christ Centered uniform wearing Salvationist that will regularly attend the Kroc Church.
- Bi-lingual in English and Spanish. (Must be able to converse with parents who speak only Spanish)
- Must possess (or be able to possess) a valid Nebraska or Iowa driver's license and meets requirements for TSA MVR. Able and willing to drive a 12 passenger van.
- Proficient in Word, PowerPoint and Excel.
- Must be able to lift and carry 40 lbs.

## **SCHEDULE EXPECTATIONS**

This employee will be expected to work Sundays, Several Nights during the school year and Days during the summer. It will not be uncommon for this employee to work 45-50 hours in a week.

## **COMMENT STATEMENT**

The statements herein are intended to describe the general nature and level of work being performed by employee, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of the employee. Other duties as assigned will be required. Furthermore, this document does not establish a contract for employment and are subject to revisions at the discretion of the employer.

## **SIGNATURE**

The following signature indicates that I have reviewed the job description and understand the responsibilities of this position.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_