



POSITION DESCRIPTION

POSITION TITLE:	Christian Church in Kansas Youth Coordinator
QUALITIES PREFERRED:	Ability to communicate with a diverse group of people. Organized. Self-Starter. Works well with others. Servant Leader.
POSITION REPORTS TO:	Executive Director and Minister of Disciples Center

POSITION SUMMARY: The Christian Church in Kansas Youth Coordinator will support the Christian Church in Kansas to provide effective youth and camp programs. This person will work closely with the Region’s leadership at the Disciples Center at Tawakoni and support youth programs in local congregations.

Essential Duties and Responsibilities

Oversee, implement, and review scheduling, programming, marketing, and staffing for

- The KCYF Cabinet
- The Youth Spring Retreats
- Summer Camps
- Kansas Disciples Youth Convention
- Fall Retreat

Attend:

- KCYF meetings
- Camp Program Team
- Christian Church in Kansas staff meetings as necessary
- Regional Board meetings (and Moderator Team as appropriate)
- All-Regional Gatherings (Regional Assembly, Connect and Equip, Etc)

Administrative

- A written staff report to Regional Board meetings (April and October)
- A written staff report at Regional Assembly
- A budget for Youth Ministries (October)
- Evaluates and delivers outdoor experiences that meet the needs and interests of the camp’s target populations and ensures their delivery in a safe and quality manner.
- Remains current with information on the developmental needs of youth.
- Reviews and analyzes surveys from youth, families, and staff regarding the quality, safety, and enjoyment of the outdoor program, staff, and facilities.

- Ensures programs and activities are appropriate to the regional camper population are performed.

Work with:

- Disciples Center Staff to coordinate event dates, programming needs, etc.
- Regional Treasurer and Bookkeeper to provide appropriate accounting and bookkeeping practices for all regional youth ministries.

Work Environment / Physical Demands / Travel

- Hours – 10 hours per week with the flexibility that some weeks will be more hours while other weeks will be less, but on average a total of 40 hours a month.
- This is a part-time contract position that does not qualify for benefits such as vacation, personal leave, sick leave, benefit stipend, etc.
- As a contract employee of the Christian Church in Kansas (DOC), the Christian Church in Kansas Youth Coordinator reports to the CCK Regional board through the Executive Director and Minister of Disciples Center, with priority given to the directions of the Regional Minister responsible for youth. The KS Disciples Youth Coordinator will work in cooperation with other staff for the best interests of the ministry of the Region.

Compensation

- \$800/month, plus reimbursement for necessary ministry expenses (with receipts) and travel incurred in this ministry.
- The agreement may cease upon 10 working days' notice of either party.