

YOUNG ADULTS LEADER JOB DESCRIPTION

Position Title:	Young Adults Leader
Scope of Work:	The Young Adults Leader plays a strategic role in ensuring that a passionate community of young adults develops at CRCF and that they are released fully into their callings.
Reporting Structure:	The Young Adults Leader reports immediately to the Youth & Young Adults Pastor.
Hours of Work:	This position requires approximately 12 to 15 hours per week.
Present Programs:	Life groups for Young Adults ages 18 to 30 Bi weekly Services for Young Adults Retreats, events, conferences and social activities

Job Responsibilities & Duties:

- Maintain healthy communication with the Youth & Young Adults Pastor in regards to vision and the administration of the Young Adults Ministry.
- Oversee the spiritual development of young adults through mentoring and discipleship.
- Develop a strong volunteer base for running the programs.
- Develop, oversee, execute and evaluate bi-weekly services and events.
- Leads a weekly Young Adult Life Group.
- Assist in planning and running retreats, conferences and special events
- Coordinates communication for upcoming events through social media
- Connects with Young Adults on Sundays
- Assist in transitioning high school grads into the Young Adult Ministry
- Office and Administrative skills, working knowledge of Microsoft Office
- Operates responsibly within the ministry budget including accountability with expenditures.

Qualifications:

1. Strong, proven, team leadership and team building ability.
2. Strong, proven, creativity.
3. Large group communication experience with a proven ability to engage Young Adults.
4. Strong, proven, administrative and organization ability.
5. Event planning experience

Competencies

- Written communication – writes clearly; very capable in editing work for spelling and grammar
- Oral communication – speaks clearly; listens and gets clarification when required
- Supervisory – able to direct and work with designated workers
- Problem solving – identifies and resolve problems in a timely manner
- Initiative – able to be pro active in finding out information, asking the right questions, self motivated
- Quality of work – demonstrates accuracy and thoroughness; monitors own work to ensure quality
- Quantity – works quickly and completes work in a timely manner
- Organizational support – follows policies and procedures
- Time Management – completes all assigned work in a timely manner, plans and uses time efficiently, able to prioritize work load daily
- Professionalism – Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions
- Dependability – follows instructions; responds to management direction; keeps commitments, able to work independently
- Christian Experience – applicant must be an evangelical believer who is comfortable working in an evangelical church environment. Strong active prayer life