

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Associate Director

Department: Young Adult, Youth and Club Ministries Department

Category: Full Time, 38+ hrs/week

Wage grade/range: 87-101%
(see below for more details)

Classification: Exempt, Salaried

Supervisor: Young Adult, Youth and Club Ministries Director

Revision Date: February 22, 2024

POSITION SUMMARY:

Provide associate leadership and assistance for director as needed. Work together as a team with conference and lay-leadership ministries (Youth leaders/Pathfinders/Adventurers/etc.). Develop and grow Youth ministry under the direction of the department director. Develop and implement Conference-wide strategies, resources, and programs to strengthen all Youth and Young Adult ministries.

AUTHORITY, ACCOUNTABILITY:

- Accountable to the department director and UCC administration
- Reports directly to the department director

ESSENTIAL JOB FUNCTIONS:

- Provide vision and mission direction to grow assigned roles within the Conference
 - Primarily youth and club ministries
- Support pastors and congregations across the Conference through:
 - Preaching in local churches
 - Supporting lay leaders in local youth groups
 - Coordinating decisions for baptism
 - Speaking for Pathfinder and Adventurer Sabbaths
 - Multiplying Club Ministries across Conference
 - Training for Conference church leaders
 - Assisting Director wherever necessary and requested
 - Serve on applicable committees and boards, as requested
- Youth Ministry
 - Educate
 - Youth Leadership Training
 - Build website for Youth Ministries in the Conference.
 - Make resources available
 - Social Media
 - Events posted
 - Develop youth groups in churches.
 - Develop local church discipleship/mentoring system
 - Develop and plan events
 - Annual Youth Rallies/Gathering
 - Train local churches to:
 - Disciple youth
 - Plan/Engage young people in life of the church

- Pathfinders/Adventurers/Clubs

- Oversee the operation of 30+ Pathfinder and Adventurer clubs.
 - Visit/build relationships with leaders and clubs.
- In conjunction with the coordinators; plan, execute and/or coordinate events including but not limited to:
 - Fair and Camporee
 - Youth Leadership and Teen Pathfinder Retreats
 - Pathfinder Bible Experience Events
 - Adventurer Family Fun Day weekend
 - Teen Extreme Events
 - Teen Pathfinder Mission Adventure
 - District Events: Jamborees, Honor Days, Pinewood Derbies, etc.
 - Semi-annual Coordinator Meetings/Retreats
- Educate
 - Youth Leadership Retreat
 - Discipling/Mentoring Chain
 - Director – Coordinator – Club Director – Unit Counselors – Pathfinder
 - Maintain resources
- Other duties as needed or assigned

KNOWLEDGE, SKILL and APPTITUDE REQUIREMENTS:

- Expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church
- A Seventh-day Adventist church member in good standing
- Master of Divinity or equivalent experience
- Experience in working with club ministries
- Exhibit strong leadership qualities that show passion for living a Christ-centered life, connected young people to Jesus Christ, growing churches with the younger generation, servant leadership and team building
- Maintain current CPR and First Aid certification
- Basic computer software knowledge/understanding of Adobe, Microsoft Office Suite, and social media platforms
- Strong people, communication, organizational and management skills
- Able to work with supervision and employees
- Desire to grow youth ministry in UCC and work significantly with local churches to build youth friendly churches and the pathfinder community
- Ability to meet deadlines/appointments in a timely way
- Hold a valid driver's license and maintain a good driving record

PHYSICAL REQUIREMENTS:

Requires sitting, standing, bending and reaching. Must be able to climb stairs without assistance. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephone and other office equipment. Must be able to read, speak, hear, reach, use a keyboard, and lift and carry items up to 50 pounds. Must be able to effectively communicate in English both orally and in writing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

The work environment is varied including indoor and outdoor work, in a variety of weather conditions including snow, rain and heat. Long days and weeks may be required during the high season. Often works weekends. Must be able to work long days/weeks for events. Must be able to travel under varying conditions. Driving is required for this position.

COMPENSATION & BENEFITS:

This position pay scale is based on the North American Division pay scale for conference leadership positions. This position monthly compensation ranges are as follows:

- Remuneration: \$4,578 - \$5,314
- Cost of Living Allowance: \$879 - \$1,021
- Travel Allowance: \$550

As full-time, exempt, this position is eligible for following benefits:

- Healthcare Insurance (Medical, Prescription Drug, Dental, Vision & Hearing)
- Vacation
- Holidays
- Sick Leave
- Retirement Contributions and Employer Matching
- Life Insurance
- AD&D Insurance
- Tuition Assistance
- Technology Allowance