

CRU - WORLD HEADQUARTERS POSITION DESCRIPTION

Business Title: S.A.Y. Yes! Center Team Leader at the Agape Center
Ministry/Team: Cru Inner City/Chicago
Reports To: Agape Center S.A.Y. Yes! Director
FLSA Status: Non-Exempt
Prepared By: Brad Harry
Prepared Date: August 15, 2019

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ.

SUMMARY DESCRIPTION OF POSITION:

Oversee and coordinate all educational, spiritual, recreational, and life-skills activities for a team of 8-10 children at the Agape Center's S.A.Y. Yes! Center. Coordinate volunteers assisting with the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As an employee with Cru:

- Attend the weekly S.A.Y. Yes! Team meeting for 1½ hours (potential via phone/video chat)
- Prepare, administer, and clean-up S.A.Y. Yes! after-school program on Tuesdays, Wednesdays and Thursdays for 4 hours each day
 - Comply to and enforce youth registration and supervision policies
 - Prepare building and meeting space for S.A.Y. Yes!
 - Supervise recreation in gym, computer lab, or other meeting space
 - Coordinate homework/tutoring time with children on your team
 - Coordinate life-skills activities with children on your team
 - Coordinate Bible study with children on your team
 - Ensure safe dismissal of children following S.A.Y. Yes! as per registration info
 - Clean up building and meeting space after S.A.Y. Yes!
- Plan and administer one outing with your S.A.Y. Yes! team each semester
- Help to facilitate annual Agape Christmas Dinner outreach (December)
- Volunteer Coordinating
 - Reinforce youth supervision policies to volunteers
 - Train and provide work direction and guidance to others as assigned
 - Evaluate volunteers at least once each semester
- Participate, as appropriate, in staff/team meetings, prayer meetings/events, and staff development meetings/activities
- Participate, as needed and available, in the ministry's seasonal packing events, donor events and mission experiences, such
 - Spring break mission trips hosted by the ministry in March
 - The ministry's fund-raising dinner in April/May
 - Packings events like Boxes of Love (Nov), Homeless Care Kits (Jan), Easter Bags (Mar/Apr), and PowerPacks (July/Aug)

OTHER FUNCTIONS (Non-essential)

- Demonstrate and model personal spiritual discipline and assist in development of an environment on the team where individual team members grow in their own Christian walks.
- Personal development - engage in the Staff Development process, including creating and implementing a Professional Development Plan, and Position Focus sheet, targeting areas of growth
- Perform related duties or special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This job would entail on-going supervision of volunteers assisting with the S.A.Y. Yes! program. Other staff/volunteers may assist this person and report to them regarding particular aspects or events as part of the overall S.A.Y. Yes! program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Personable, friendly demeanor
- Oral and written communication skills
- Educating children individually and in a group setting
- Aptitude for using computers, Internet technology, and social media
- Social, economic, educational, political, and justice issues facing those in Chicago

ABILITY TO:

- Communicate schedules, assignments, and plans to staff/volunteers, children, and parents
- Analyze situations accurately and adopt an effective course of action
- Identify and initiate tasks and procedure to help facilitate efficiency and stewardship
- Establish and maintain cooperative and effective working relationships with others
- Meet schedule and time lines
- Plan and organize work
- Supervise and train volunteers
- Effectively share the gospel and follow-up new believers
- Develop and follow a lesson plan
- Develop and lead bible studies for children and/or teens
- Use Google apps proficiently, such as Gmail, Calendar, Docs, Sheets, Forms, and Slides

EDUCATION and/or EXPERIENCE

Associate degree or similar education/experience in educating children. Considerable experience communicating biblical truths to children in a small group setting also mandatory.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.