

## **CRU - WORLD HEADQUARTERS POSITION DESCRIPTION**

**Business Title:** Agape Center Teen Girls Ministry Leader  
**Ministry/Team:** Cru Inner City/Chicago  
**Reports To:** Agape Center Program 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 the spiritual, educational, recreational, and life-skills activities of the Agape Center's ministry to high school girls. Coordinate, develop, and evaluate the staff/volunteers assisting with programs.

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

#### ***As an employee with Cru:***

- Meet with Agape Center Program Director and the high school ministry staff/volunteers as needed to plan and prepare
- Take a small group of teen girls to SLAM at Moody Bible Institute on Monday nights
- Prepare, administer, and clean-up after the ministry's high school Bible study gathering one night a week (likely Wednesdays) for 3 hours during the fall, winter, and spring
  - Comply to and enforce youth registration and supervision policies
  - Prepare building and meeting space for the Bible study gathering
  - Supervise recreation in gym, computer lab, balcony, or other meeting spaces
  - Coordinate life-skills activities
  - Coordinate Bible studies
  - Ensure safe dismissal of teens following teen activities as per registration info
  - Clean up building and meeting space after teen activities
- Meet with teen girls weekly for one-on-one or small group discipleship
- Participate in the annual Agape Christmas Dinner outreach (December)
- Coordinate, develop, and evaluate Staff/Volunteers
  - Reinforce youth supervision policies to volunteers
  - Train and provide direction and guidance to staff/volunteers
  - Evaluate staff/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 teen ministry program(s). Other staff/volunteers may assist this person and report to them regarding particular aspects or events as part of the overall teen ministry program(s).

**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 teenagers 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 teenagers
- 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 teenagers. Considerable experience communicating biblical truths to teenagers 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.