



Operations Manager Job Description

Youth Dynamics Adventures Oregon

Updated March 2021

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview:

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, this could be a great opportunity for you.

We are seeking to hire a full-time **Operations Manager** to help Youth Dynamics successfully fulfill our mission. This person will be responsible to develop, oversee, and supervise all aspects of Youth Dynamics Adventures Operations, including vehicles, equipment and facilities and the associated systems.

Reports to: Adventure Director

Supervises: Operations Coordinators and select volunteers

Primary Responsibilities:

1. **Leadership:** Lead and facilitate the Operations Team meetings. Develop, oversee, and supervise Operations Team members, ensuring the fulfillment of the Internal Commitments while effectively utilizing Team Decision Making Principles (info sharing, feedback, collaborative).
2. **Administration:** Develop and manage the Operations Team strategic plan and budget.
3. **Logistics:** Manage and maintain our facilities, grounds, equipment and logistics in a professional manner.
4. **Team Involvement:** Actively participate on the local Management Team.
5. Other responsibilities as assigned by the Director.

Preferred Knowledge, Skills and Abilities:

- Knowledge of maintenance and repair of equipment, vehicles and facility systems.
- Skill in construction techniques.
- Experience in gear needed for a functional Adventure base.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator)

Job Requirements:

- A degree is not needed for this position, but 3 or more years of experience in operations functions is highly recommended.
- Collaborative management style and approach. Strong leadership skills.
- Excellent verbal and written communications skills.
- Fundraising 100% or more of personal support.

Competencies and Qualifications:

1. Active and growing relationship with Christ.

2. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
3. Attention to detail
4. Work independently and within a team, with initiative, yet accept direction

Job Type: Full-time

Compensation - The Support Raising Journey:

Youth Dynamics partners with Support Raising Solutions (www.supportraisingsolutions.org) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

To Apply:

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: yd.org. Reply by email to hr@yd.org.

Open Until Filled