



## **Assistant Staffing Manager Job Description**

### **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! The Assistant Staffing Manager will work closely with the local Staffing Manager and be responsible for assisting in the general leadership, development, and coordination of the area's staff team. A person with relational skills, desire to engage and invest in people, and develop human resources in an outdoor ministry context will thrive in this position.

**Reports to:** Staffing Manager

**Supervises:** Seasonal Staff, Interns and Volunteers

### **Primary Responsibilities:**

#### **Administration**

- Coordinate - create and manage staff team schedules
- Organize - maintain staff files and records
- Communicate - facilitate effective communication between staff and volunteers
- Plan - develop HR strategies (recruiting, onboarding, events etc.)

#### **Team Involvement**

- Actively participate and support the local management team

#### **Leadership & Supervision**

- Oversight - provide management and direction to staff
- Develop - help train and grow staff teams
- Care - foster and champion a healthy team culture
- Manage - potential to coordinate a given leadership program

**Other Responsibilities** may be assigned by the Staffing Manager or base Director

### **Preferred Knowledge, Skills & Abilities:**

- Experience managing, leading, and training teams or individuals
- Experience administrating schedule, communication, and organization systems
- Ability in one or more outdoor technical skill sets, ie: rock climbing, whitewater, challenge course, backpacking, etc.
- Ability to network and develop community relationships

**Qualifications:**

- Active and growing relationship with Christ
- Passion for making disciples of Jesus
- A teachable spirit
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
- Highly motivated and able to effectively work independently and collaboratively
- Highly relational and capable of navigating interpersonal communication
- Willingness to learn how to and actively build and maintain a personal financial ministry partnership team

**Salary and Benefits:**

- Salary based on your education and experience
  - Youth Dynamics partners with Support Raising Solutions 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 reach full support successfully.
- Health Insurance Options
- 401k Retirement Plan
- Generous vacation plan that grows with your tenure

**Job Type:** Full-time

**How 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: <https://yd.org/join-our-team/full-time-staff/>

Direct any questions to: [hr@yd.org](mailto:hr@yd.org)