

Outreach Director at Teen F.L.O.W. Youth Ministries

Job Description

Summary: Reporting to Executive Director, the Outreach Director is responsible for coordinating and supporting Praise and Worship, and Programs Director. Responsible for organizing transportation and maintenance schedule. He/she is responsible for the coordinating and organizing community service needs and outreach for Teen F.L.O.W.

Essential Duties/Responsibilities:

- Recruiting and training drivers for transportation
- Coordinating and maintaining: Transportation schedules Maintenance for all vehicles Community service
- Communicate all progress, plans, developments, etc., through weekly (bi-weekly) staff meetings and if necessary planned meeting with the Leadership Team(s).
- Assisting and developing with responsibilities of Tuesday Night Teen and Thursday Night Thunder: Supervise/support organization and preparation Reviewing rules and expectations with students Games and activities Plan and coordinate with P&W and Programs Director on L.I.F.E. and summer camps Assist P&W and Programs Directors with servant leaders

Outreach responsibilities:

Assist in the support of: Schedule home visits with students on a weekly basis (phone, visits, conference, send cards) School luncheon Promote Leadership for expansion to grow as a family in Christ.

Education and Experience:

The ideal candidate will have the following:

- High School diploma;
- preferred Associates degree;
- familiar with community service and organization in the community.
- Able to work independently with minimum supervision, take initiative, handle emergency situations in a professional, efficient manner.
- Possess a valid unencumbered driver's license, a personal vehicle, and able to travel for Teen F.L.O.W. as well as the ability to pass a criminal background check.