



TEEN F.L.O.W. YOUTH MINISTRY POSITION DESCRIPTION

Job Title: Executive Director

Reports To: Board of Directors

Basic Function: The Executive Director is responsible for providing leadership, planning, and all administration oversight to all staff and hold accountable for their responsibilities, therefore ensuring daily smooth operations of the organization. He/she is to use his position to develop singularly and corporately through guidance opportunities for Teen F.L.O.W. Youth Ministries.

Qualifications: The ideal candidate will have the following: A minimum of a Bachelor's degree in Ministry or human service; 2-5 years of experience in Ministry, youth services, or non-profit organizations; ability to work independently, 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.

Schedule: The expected work hours are Monday, Wednesday, and Friday, 8:30 AM-5:30 PM; Tuesday and Thursday 10:30 AM- 8:00 PM. Due to the nature of the work, your schedule may vary based on the number of hours needed to meet job responsibilities. The individual holding this position will need to be available early mornings, evenings, and weekends to meet the needs of Teen F.L.O.W.

Physical Requirements: Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 50 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch, and reach continuously.
 - While performing required job tasks, physically able to remain seated, frequently to continuously.
 - While performing required job tasks, physically able to remain standing up to 30% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.
- This position requires frequent travel and the ability to drive.

General Responsibilities:

- Coordinate and prepare Board Meetings
 - Comply and enforce all Bylaws of the Board of Directors
 - Prepare board meetings and committee meetings
 - Review and update program reports
 - Recruit and/or develop new board members
- Coordinate and monitor all service delivery (TNT, camps, and events), in accordance with Bylaws, and Policy and Procedures
- Develop/maintain relationships with community organizations and leaders to help grow and sustain the organization
- Oversee direct recruitment for teens, mentors, and volunteers

- Supervise staff:
 - Provide an orientation process for new staff, mentors, and volunteers, that begins with hiring and continues throughout employment
 - Conduct staff meetings monthly that cover administrative issues and provide opportunities for review of service delivery, and staff support and skill building
 - Observe staff's service delivery/performance and provide verbal and/or written feedback
 - Complete annual performance evaluations of each staff, including written professional development goals
 - Maintain and update all records to Board members, Donors, Staff, and Volunteers, and all Finances
 - Ensure deposits and records are inputted correctly
 - Oversee finances with the Director of Administration
 - Send gratitude letters to all donors and supporters of Teen F.L.O.W.
 - Fundraising:
 - Oversees and expands fundraising activities
 - Planning and implementation of special events
 - Identify, cultivate, and solicit donors in collaboration with development personnel and board members

Expectations: The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all Teen F.L.O.W. should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Striving to exalt our Heavenly Father in the highest, and make it known to everyone that He is worthy of all praise.
- Ability to establish and grow the love of God in leading our Teen F.L.O.W. members into the spirit of worship and praise.
- Is knowledgeable of social services, civic organizations, churches, and local high schools
- Creates an environment that is safe and respectful for all cultural backgrounds, gender identities, races, ability levels, and developmental needs. Fosters creative thinking, reasoning, and problem-solving skills.
- Set the spiritual example of encouraging the freedom of worship styles and music through creative and innovative methods while being biblically based.
- Ability to work effectively, decisively, and flexibly in a fast-paced, dynamic environment.
- Ability to identify problems and propose feasible solutions. Strong organizational skills and the ability to work well under pressure and meet deadlines.
- Solid acknowledgment of Apple Mac/Microsoft Office software (Specifically, Pages, Word, Excel, and Photoshop).
- Self-motivated to stay current with emerging office technologies.
- Able to effectively process forms; verify data for accuracy, completeness, and compliance within established procedures; enter data into the computer system, monitor, and maintain confidential files and data; identify problems and propose feasible solutions.
- Ability to prepare narrative reports in a timely manner. Ability to effectively express ideas effectively in oral and written form.
- Ability to accept supervision, assignments, change, and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility.
- Carry out all responsibilities and objectives in a professional manner

- Maintain professionalism when dealing with all Teen F.L.O.W. members and other supporters, while fostering a positive working relationship.
- Accept and render constructive criticism in a professional manner.
- Adhere to Teen F.L.O.W.'s vision, goals, schedules, Statement of Faith, and Mission Statement.
- Adhere to the policies/procedures and Bylaws established by Teen F.L.O.W., the Board of Directors, the Non-Profit Corporation Act, and the Articles of Incorporation, and 501 C3 requirements.

Additional miscellaneous Ministry duties/responsibilities will be assigned as needed.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____