



YOUTH ADMIN

Approximate Hours: 50 hours
Reports to: Youth Director

Generation After Generation Becoming Fully Devoted Followers of Jesus.

Wild Success is: Continued growth in NXT GEN, both spiritual and numeric, as well as development and implementation of systems and procedures.

1. Growth

- Of Students: A large part of this position will be meeting with and discipling Adult Leaders. This may include such things as:
 - Coffee shop meetings
 - Texting individual leaders encouragement throughout the week
 - Overseeing Volunteer Leaders who provide care
- Of Leaders: Of Leaders: Coordination of Adult Leaders between 2 campuses
 - Sending out Discussion Questions 2 days prior to a NXT GEN Night
 - Planning and executing Leader Appreciation Dinners
 - Planning Discipleship Meetings with Youth Director and Adult Leaders
- Creative planning, alongside Youth Director, that encourages students to come back
- Anything else assigned by Youth Director

2. Systems and Procedures

- Weekly meeting on Thursdays with Youth Director to discuss upcoming week, as well as subsequent 4 NXT GEN Nights
- Act as "Event Manager" for NXT GEN Nights
- Work alongside Support Lead to ensure smooth NXT GEN Nights
- Oversee and coordinate
 - Weekly attendance input into Planning Center
 - First Time Students being texted from NXT GEN Number
- Create weekly reports:
 - First Time Guests
 - Absent students
 - Social Media Account Stats
- Planning of Summer Camp and Mission Trip alongside Youth Director

Requirements:

- Extremely organized, "Type A" personality
- High School diploma

"If I gave everything I have to the poor and even sacrificed my body, I could boast about it; but if I didn't love others, I would have gained nothing." (1 Cor. 13:3)