



## Position Description JV Director

**Location:** Downers Grove, IL  
**Status:** Part time moving towards full time in the Fall  
**Salary/Wage:** Salaried  
**Job Category:** Student ministries  
**Career Level:** Entry level-Experienced  
**Education Level:** Bachelor's Degree (required)  
**Reports to:** Area Director

### Responsibilities:

- Management and direction of Junior High Ministry
- Building and maintaining a sustainable ministry plan which includes culturally relevant weekly programming as a platform for sharing the truth about Jesus Christ with middle school students
- Acquisition, coordination, and leadership of adult volunteer team
- Building and implementation of overall program vision and goals
- Develop key relationships with school teachers, counselors, and administrators
- Begin and grow relationships with key community members and donors to assist the Area Director in fundraising
- Cultivate relationships with local pastors and churches
- Planning and execution of all major trips
- Initiate and grow personal relationships with students with the intention of moving them towards a relationship with Christ
- Create an atmosphere and program which nurtures the spiritual, mental, emotional, social, and physical aspects of the students
- Participation and leadership in annual fundraising events (banquet, STRIVE, etc.)

### Measurement

- Student growth in the spiritual, mental, emotional, social, and physical areas of life
- A growing number of students participating in weekly events
- A growing number of volunteers
- An increase in overall financial support of the area through engaging new middle school parents and like-minded Christians
- An increasing number of students beginning a relationship with Christ
- Students becoming connected and involved in the local church
- A widening circle of relationships within the community (church, school, business/industry)

**Qualifications:**

- Demonstrated ability growing and leading a strong and long-lasting adult volunteer team
- BA/BS or equivalent experience
- Enthusiasm for sharing the message of Jesus Christ
- Excellent written/verbal and communication skills
- Passion for working with Junior High youth
- Strong organizational skills and planning
- Self-motivated and oriented toward taking initiative
- Intermediate PC skills (MS Office, ACS Student Database)