

Velocity Director

For Immediate Release:

Teen Advisors, Inc. is looking for a dynamic, innovative, and visionary leader to develop and lead our Velocity Middle School Program. This position will also be responsible for oversight and leadership of our Serve Program, which emphasizes leadership development, awareness, and civic-mindedness.

Position Description:

Primary Title: Velocity Middle School Program Director (“**Velocity Director**”)

Secondary Title: SERVE Director

Date available: June 1, 2023 (negotiable)

Classification: Full-Time

Reports to: Executive Director

Hours/Week: 40

Manages: A program team of 1 associate director and 2-4 part time field staff/interns

Office Schedule: Flexible office schedule, working 20-25 hours per week in the office to plan/coordinate events, correspondence with staff/schools/volunteers, manage the Velocity Field Staff, update curriculum, etc.

Ministry Schedule: The other 15-20 hours per week are spent making intentional ministry contacts with the students, hosting events, training sessions, small Bible study groups, etc. This **often** involves working 1-2 evenings a week and/or over the weekend.

Employment Term: We will ask you to make an initial two-year commitment to the position, followed by one-year commitments thereafter.

Application Deadline: May 22nd, 2023

Salary & Benefits:

- salary commensurate with expertise & experience, between \$34K-\$40K
 - 10 days of paid personal leave each year, increases to 15 days in year 3 of employment.
 - Approximately 24 additional paid office holidays throughout the year– week of July 4th, 10 day Christmas break, Thanksgiving week, MLK Day, etc. (most typical bank holidays as a reference)
 - health insurance reimbursement coverage; TA pays up to \$210/month towards premiums
 - business mileage reimbursement of up to \$110/month @ .50 per mile
 - a work environment which is casual, compassionate, peaceful, God-centered, and encouraging
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Personal Requirements:

- demonstrates an active & intimate relationship with Jesus Christ in attitudes, action, and speech
 - spends consistent time alone with God including Bible study & prayer
 - is actively involved in a local church family
 - demonstrates the fruit of the Spirit and motivates others to grow in their faith
 - consistently makes time to rest from work, be with family, and enjoy personal hobbies
 - demonstrates a deep personal belief in Teen Advisors, Inc., its mission, values, & vision
 - models a lifestyle of integrity and character
 - does not use tobacco, inhalants, or illegal drugs
 - manages time wisely; demonstrates responsibility, punctuality, & dependability
 - demonstrates an aptitude for both people skills AND tasks/details skills
 - contributes to a peaceful, encouraging working environment; is positive & optimistic
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Position Requirements:

- able to be both visionary & details-oriented
- self-starter and well-disciplined with time-management

- *ability to connect with middle schoolers & high schoolers*
 - *ability to encourage and hold accountable high school and college volunteers*
 - *ability to communicate and work well with adults*
 - *excellent verbal & written communication skills*
 - *comfortable and proficient with public speaking and teaching*
 - *ability to teach groups creatively & interactively*
 - *works well on a team (able to take instruction, delegate well, and hold others accountable)*
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Preferred Experience:

- *Christian ministries*
 - *event planning & implementation*
 - *effectively managing & leading a staff team*
 - *working with middle schoolers & high schoolers*
 - *working with college-aged & adult volunteers*
 - *effectively training & teaching others to lead*
 - *desktop publishing skills (Word, Excel, Publisher, Acrobat)*
 - *graphic design skills (Photoshop, Illustrator, Premiere Pro, or comparable)*
 - *general audio/visual and technology skills/knowledge*
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Position Responsibilities:

- *School Assignments* – 4-5 specific schools will be yours to assist the school's Team Leader, train the school's members for Classroom Sessions (CRS), and help monitor CRS days. The students at these schools will be the focus of your monthly Ministry Contacts (see below).
- *Annual Program Recruitment Efforts* – developing, planning, and executing a comprehensive program recruitment strategy.
- *Office Schedule:* Flexible office schedule, working 20-25 hours per week in the office. Major responsibilities during this time include:
 - Weekly Velocity team meetings (leading)
 - Monthly all-staff meetings
 - Weekly all-staff prayer time
 - Weekly directors leadership meeting
 - Planning & preparing for V-Days (these are huge events where students officially join Velocity, learn what it's all about, meet other Velocity kids, and sign their Velocity contracts) and Velocity Big Events for the year (see below). Office time is spent planning activities, communications with parents & students, gathering supplies, etc.
 - Training & managing high school and college volunteers to help with Velocity Big Events. Requires good communication and collaboration with Teen Advisor high school program/directors.
 - Preparing for Classroom sessions & trainings (includes communicating with Velocity Team Leaders and school counselors at your programs schools, overseeing your program teams work at the school level, etc.)
 - Assist in organization fundraising events where required.
 - Complete other tasks as may be requested from time to time by the admin team or Executive Director.
 - Overseeing, leading, holding accountable a staff team of 3-6 other team members with the assistance and support of a program associate director.
- *Big Events:* Creating/planning/implementing Velocity events/calendar. These are typically once a month, usually on a weekend evening. Running events includes set-up, leading games/activities, leading integrity lessons, managing adult and student volunteers, coordinating with venues and vendors, clean up, etc.
- *Ministry Contacts (MCs):* The remaining hours per week are spent making intentional ministry contacts with same-gender Velocity students (1-on-1 or in small groups). This can include hosting events (these are smaller events planned on your own- outside of Big Events), training sessions, small Bible study groups, etc. This often involves working 1-2 evenings and/or over the weekend. This typically involves more intentional student mentoring, support, encouragement, and/or discipleship.
- *SERVE Team:* Scheduling, planning, and executing our periodic SERVE events and workshops.