

Job Title	Member Care Director		
Employee's Name		Date Prepared	June 1, 2023
Organization	YFC International Ministries	Department	Member Care
Supervisors Names & Titles	Chris Kozacek Director of Field Ministry	Location of Service	Remote or ISC
To be completed by HR:	Full—time, 40 hours/week	Additional Notes:	100% Support Raising
FLSA Status	Exempt		Missionary
POSITION PURPOSE	<p>Youth for Christ is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development. All YFC International Ministries (YFCI) staff come under the authority of the YFCI Employee Handbook.</p> <p>The role of this position is to oversee the Member Care program as it relates to care for National Directors. This includes the management of the Area Coordinators for Member Care, and the development and implementation of the program globally in partnership with the Area Directors.</p>		
ESTIMATED PERCENTAGE OF TIME	ESSENTIAL DUTIES		
5%	<p>Spiritual Responsibilities: The overriding religious purpose and mission of Youth for Christ is to communicate the Gospel of Jesus Christ to young people and their families. YFCI staff endeavor to make, educate, and encourage life-long disciples of the Lord Jesus Christ. Employees of YFCI commit to the YFCI statement of faith.</p> <p>The following responsibilities of a spiritual nature will apply to your position within our organization:</p> <ol style="list-style-type: none"> 1. Seek God's guidance and wisdom, through prayer and meditation. 2. Participate in and occasionally lead regular times of prayer and worship. 3. Participate in and occasionally lead times of study from the Holy Bible. 		
10%	<p>Partner Development. Staff are responsible to fundraise for the ministry of YFCI. This includes meeting and connecting with donors to YFCI.</p>		
25%	<p>Direct, in collaboration with Areas, the Member Care Area Coordinators *As qualified, may also direct total <i>Care Team</i> to include Pastoral Care Team (GE Missionary Care)</p>		
25%	<p>National Director Care Program Expand and Implement the plan for care for ND's and their families (either by YFCI chaplains or locally by other means)</p>		
25%	<p>Care Oversight Work with AD's on seeing that staff are cared for well and coverage is happening in relation to the YFCI strategic plan and chartering guidelines</p>		
10%	<p>Train, Equip, Develop (as needed) those serving as coordinators and chaplains</p> <ul style="list-style-type: none"> • Ensure good practices of care globally • Be available to travel, as needed, to Area's, Regions and Nations for conferences, trainings, support of the Area Care coordinators... 		

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB
JOB SPECIFICATIONS

KNOWLEDGE/SKILLS AND EXPERIENCE	
EDUCATION	Bachelor's Degree is preferred.
EXPERIENCE	5+ years' experience in similar pastoral care position Commitment to working with shared leadership and in cross-functional and cross-national teams. Strong English oral and written communications skills. Speaking other languages is desirable.
ON THE JOB TRAINING	Yes
EQUIPMENT UTILIZED	Computer and phone; Knowledge of Google Suite and Word Processing
TRAVEL REQUIREMENTS	Yes, internationally as needed.
MANAGE BUDGET YES / NO	Personal support budget and Member Care budget
SUPERVISORY RESPONSIBILITY # OF INDIVIDUALS	Yes, Member Care Coordinators *May also oversee Pastoral Care Team
COMPETENCIES	To perform this job successfully, an individual should demonstrate the following competencies: <ul style="list-style-type: none"> • Project Management: Plans, organizes, and manages resources to bring about successful completion of a specific project. • Interpersonal Skills: Maintains confidentiality. • Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others; Displays passion and optimism. • Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Acknowledgement

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date:

Supervisor Signature

Date: