

Director of Youth and Administration (DYA)

North Hills Christian Reformed Church of Troy, MI, seeks a full-time Director of Youth and Administration (DYA) to oversee our educational programing for K-college. The position also calls for administrative duties as requested by the Pastor. The successful candidate will create opportunities and environments to reach and shepherd the younger demographic of our church, and partner with parents and the congregation to guide our youth towards a life-long relationship with Jesus Christ.

Detailed Description

Education Leadership (approximately 1/3):

- To be the key leader of the preK-12 Sunday School and Catechism program that passes on the faith and forms disciples. This includes providing relevant and engaging curriculum.
- Assemble, equip and support a staff of volunteers to teach Sunday School and Catechism classes.
- Ensure that an adult-supervised, safe and healthy nursery is available each Sunday for infants.
- Be a resource for the leaders of the education staff and Child Care Center.
- Bridge church and Child Care Center ministries; as such, the DYA will sit on the Child Care Board (*ex officio*) to facilitate communications, ministries, and special projects.
- Organize fellowship opportunities for grades 1-5 youth, possibly using JAMS, GEMS or Cadet programs.

Administrative Leadership (approximately 1/3):

- Assist the Church Treasurer in processing requisitions.
- Check church emails and voice messages daily.
- Assist in specific tasks or projects assigned by the Pastor as requested.

Additional Opportunities (approximately 1/3):

The DYA position provides creative space for additional ministry opportunities depending upon the gifting and passion of the individual who joins the North Hills team. Only by way of example, this could include responsibilities such as, but not limited to:

- Curate North Hill's social media and communication outlets
- Lead in special outreach events or activities
- Resource North Hill's webpage
- Offer training seminars for Child Care Teachers
- Offer special, elective classes for Child Care students and parents (e.g. Kinder music, or JAMS)
- Teach a class for North Hills members, or non-members (e.g. Alpha Program)
- Contribute creative ideas to the church leadership to expand the outreach and mission of North Hills in line with our mission statement to *Glorify, Gather, Grow*
- Host special fellowship gatherings occasionally

- Host special lectures or seminars occasionally
- Lead the enrolling process from first-time visitor to full member, helping people join groups and help new attendees connect with current active members and groups
- Serve as prayer chain coordinator
- Assist with Adult Education scheduling

Qualifications:

- A practicing Christian who embraces the theology and mission statement of North Hills CRC.
- A leader with proven abilities and results.
- Bachelor's degree in Education (preferred).
- Demonstrates a stable, mature Christian walk and a passion for Jesus.
- Sound biblical and theological knowledge.
- Committed to the Reformed perspective and beliefs.
- Humble, faithful and teachable servant leader.
- Cooperative, team player.
- Love for elementary, middle school and high school students (and their families).
- Experience building a team of volunteers.
- Strong interpersonal and communication skills.
- Passion for excellence and high attention to detail.
- Self-starter with the ability to work independently.
- Must be available Sunday mornings, and for special services throughout the year (Christmas eve, Maundy Thursday, and so forth). Flexible weekday schedules compensate for weekend requirement.

Reports to: the Pastor.

Full Time

Benefits: Competitive and generous salary package with vacation leave. Large, private, furnished and locked office with computer and internet access.

Application: All interested applicants must submit the following materials to randyengle@aol.com: résumé (with references), faith statement, 1 professional letter of recommendation. The position will begin in coordination with the successful candidate.