



Position— Youth Resource Coordinator

Mission: Preston Taylor Ministries (PTM) empowers Preston Taylor children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

Reporting to the Youth Director, the Youth Resource Coordinator will be responsible for providing the administrative backbone to support programs for middle school students, high school students and recent high school graduates. The Youth Resource Coordinator will help resource program leaders with the goal of developing a loving Christian community with PTM students, their parents, volunteers and the Preston Taylor community. Embracing PTM's Christ-centered mission, this person will assist in growing a family of students and volunteers to continue growing PTM's capacity to serve more youth in a deeper way.

Requirements: This position requires a person with a passion for seeing youth dream and a desire to help provide needed resources to program leaders. The ideal candidate understands the unique challenges faced by youth who grow up in generational poverty. He/she would have a bachelor's degree or equivalent experience. Good organizational, communication, and planning skills are essential.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Cultivate relationships with PTM volunteers, staff, students, their families, and the Preston Taylor community.
- Serve on staff planning committees for PTM events, retreats and fundraisers.

Specific:

- Reviews finances on a monthly basis to ensure youth programs are in compliance with organizational budget.
- Oversees the production and maintenance of records related to enrollment, performance objectives, volunteer engagement, parent engagement, and grant reports.
- Oversees the collection of media documenting the events throughout the year.
- Coordinates the communication of the youth program in line with policies and practices established by PTM Advancement Director. Manages electronic communications, youth program website, social media, and blog posts.
- Coordinates meals for youth programming (Dinner and Devo, Calvin House, and SaLT).
- Participates in and occasionally leads youth planning committees.
- Assists in building community relationships.
- Recruit and coordinate with partner corporations to hire Summer SaLT students.
- Ensure Summer SaLT students are paid in accordance with agreement and that financial reporting follows PTM procedures.
- Plans and coordinates youth events, outings, retreats, and special projects.
 - Maintains a continuity file detailing the tasks and timelines of all events.

- Works with Volunteer Director to coordinate volunteer involvement for events.
 - Provides meaningful follow-up with all youth volunteers.
- Other responsibilities assigned as needed.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with some evenings and weekends required. While much of the work schedule is flexible, this job would require a program presence during the following times during the school year:

Mondays: 6:00-7:00pm
 Tuesdays: 5:00-6:00pm
 Wednesday: 5:00-6:00pm
 Thursday: 6:00-7:00pm
 Friday (twice a month): 6:00-7:00pm

Summer Program hours are:

Thursday—5:30-7:00pm

Outside of the above hours, the Youth Resource Coordinator will have flexibility to create a personally workable schedule to satisfy the requirements of the position.

Benefits

- Salary: \$34,000 + partial healthcare (employee only); (total financial benefit of \$37,401) OR salary of \$27,788 + partial healthcare (family); (total financial benefit of \$37,401)—employee would pay 20% of premiums for BC/BS health insurance. OR, \$37,401 with no benefits.
- Paid vacation in accordance with employee policy manual (15 days through 5 years; then 20 days after 5 years). Two sick days.
- Holidays listed in PTM Employee Handbook (Easter, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Year's Day).