



## Youth Investment Foundation / Timber Bay

<b>Job Title:</b>	Lightkeepers Outreach Staff	<b>Funding:</b>	Personal Support Raising. Training Provided or Non-Support Raise
<b>Position Category:</b>	Direct Ministry	<b>Classification:</b>	Nonexempt
<b>Location:</b>	Birchwood, WI	<b>Travel Required:</b>	Some Travel Required
<b>Salary or Hourly Pay Range:</b>	Salary experience step or hourly rate TBD.	<b>Position Type:</b>	Full-time, Part-time, Intern or Volunteer
<b>Reports To:</b>	Area Director after training.	<b>Date Posted:</b>	Current
<b>Assigned Trainer / Coach:</b>	Assigned after offer and acceptance.	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	List various sites here
<b>Internal Posting URL:</b>	<a href="https://timberbay.org/jobs-volunteering/">https://timberbay.org/jobs-volunteering/</a>

For An Application Please Contact:	
<b>FAX OR EMAIL:</b> 763.478.0501 or <a href="mailto:recruiting@timberbay.org">recruiting@timberbay.org</a> Subject Line: Interested in Position.	<b>MAIL:</b> Laura Tolifson Youth Investment Foundation / Timber Bay 1364 Hamel Rd Medina, MN 55340

Job Description
<p><b>PURPOSE</b></p> <p>Timber Bay exists to bring the hope and love of Jesus Christ to youth.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>An Outreach Worker is a key person in fulfilling our purpose and has an integral role within Timber Bay Community ministry with youth. Responsibilities of an Outreach Worker focus in four areas:</p> <ul style="list-style-type: none"> <li>● Personal Support Development,</li> <li>● Community Programming Assistance,</li> <li>● Attending and Participating in Camps and Retreats,</li> <li>● Business and Ministry Management.</li> </ul> <p>Specific responsibilities can include:</p> <ol style="list-style-type: none"> <li>1. Building relationships with youth in Birchwood and the surrounding communities.</li> <li>2. Assisting the Area Director in building relationships with community professionals like school counselors, police and social workers.</li> </ol>

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3. Planning and conducting regular large group events for Lightkeepers (1-5th grade) including activities and bible studies.
4. Developing individual mentor relationships with youth under the supervision of your Area Director.
5. Attending camp trips and assisting in its programming and supervision.
6. Establishing good communication with your Area Director and other staff members.
7. Raising funds for your salary, benefits and expenses as paid staff.
8. Coordinating and following through on special trips, events or activities as requested by the Area Director.
9. Completing administrative tasks such as expense reports, newsletters, and reporting.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with youth, we hire people with a high level of integrity and compassion for marginalized youth. As an Outreach Staff you come to Timber Bay with:

- Your personal life in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- A care and comfort relating to youth.
- Experience and ability to handle administrative details.
- A completed application packet on file with a clear background check and thorough reference check.
- A signed Code of Conduct and Statement of Faith on file.
- A signed Confidentiality Agreement.
- A desire to follow through with our training process.

### SKILLS, GIFTS AND TALENTS

We prefer the Outreach Staff to operate their ministry out of the skills, gifts and interests they already possess. People skills, listening skills, leadership skills and being part of work teams are important skills to possess and grow in. While training in fundraising is provided, communicating the ministry vision and need for partners is critical.

The Light Keepers Outreach Staff will:

- Strive to maintain an image that honors Jesus Christ with the community. Professional approach to Timber Bay means relating to staff, alumni, donors and stakeholders in love, with objectivity, with a moral ethic and confidentiality.
- Work in teams as needed with other Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff.
- Be trained in and follow our business management practices, safety protocols and working procedures.

Candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

Reviewed By:	Name	Date:	Date
Approved By:	Mark Ritchie	Date:	4.5.2023
Last Updated By:	Leah	Date/Time:	3/23