



## Youth Investment Foundation / Timber Bay

<b>Job Title:</b>	Area Director	<b>Funding:</b>	Personal Support Raising as Deputy Fundraiser. Training Provided.
<b>Position Category:</b>	Direct Ministry	<b>Classification:</b>	Exempt
<b>Location:</b>	Minnetonka	<b>Travel Required:</b>	Travel Required
<b>Salary or Hourly Pay Range:</b>	Salary Chart Experience Step TBD.	<b>Position Type:</b>	Full-time, Part Time or Volunteer
<b>Reports To:</b>	Paul Miller	<b>Date Posted:</b>	Current
<b>Assigned Trainer / Coach:</b>	Assigned after offer and acceptance.	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	Various sites can be listed 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 PO Box 316 Medina, MN 55340

Job Description
<p><b>PURPOSE OF ORGANIZATION</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>The Area Director is key to accomplishing our purpose. They develop and direct a total community outreach program to youth living in or near a specific community with approximately 10-20% of the Area Director's time involved in retreats at Timber Bay Camp and other out-tripping activities. Responsibilities of an Area Director focus in five areas:</p> <ul style="list-style-type: none"> <li>● Fundraising and Personal Support Development,</li> <li>● Community Program Development,</li> <li>● Camp and Retreat Programming,</li> <li>● Business and Ministry Management,</li> <li>● Staff Development.</li> </ul> <p>Specific responsibilities can include:</p> <ol style="list-style-type: none"> <li>1. Initiating an active outreach to local youth.</li> <li>2. Building relationships with youth in need of a mentor.</li> </ol>

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3. Developing referral relationships with community juvenile services, authorities and school personnel.
4. Recruiting, training and managing volunteers, interns and staff.
5. Planning and implementing activities for small groups, large groups and individual mentoring.
6. Raising funds for both your personal salary and community programs and expenses as needed.
7. Planning and implementing various camp programming with other Timber Bay Community ministries.
8. Preparing and presenting chapels, devotionals, Bible studies, etc.

### 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 Area Director, 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 commitment to a local church's body of believers.
- A care and comfort relating to youth.
- Physically fit enough to do programming in community and camping ministry.
- A desire to continue learning in areas relevant to your ministry to our youth such as Bible study, abuse prevention and family systems, chemical dependency treatment, etc.
- 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 desire to follow through with our training process.

### SKILLS, GIFTS AND TALENTS

The Area Director will 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.

### ADDITIONAL NOTES

The Area Director will strive to:

- Maintain attitudes and behavior that honors Jesus Christ in your public and private life. A "professional" approach to Timber Bay youth, means relating to youth, volunteers and fellow staff in love, with objectivity, with a moral ethic and confidentiality,
- Demonstrate a proper use of loving limits and control to maintain programs that honor God and ministers to teens who may have behavioral challenges. The Area Director will also be attentive to the needs and concerns of the parent(s) of the youth we serve,
- Lead the team they develop in their community Timber Bay ministry, but also work in teams with other Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff. They also contact and build relationships with community professionals like school counselors, police and social workers.
- Understand and maintain the standards of the Evangelical Council of Financial Accountability (ECFA).
- Will also be trained in and follow our business and ministry management practices, safety protocols, and working procedures.

The Area Director will also be trained in and follow our business and ministry management practices, safety protocols and working procedures. As a deputized organizational fundraiser, the candidate's salary, expenses and benefits are solely dependent on their personal financial development.

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

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Last Updated By:	Leah Freichels	Date/Time:	4.3.2023
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