



## Youth Investment Foundation / Timber Bay

<b>Job Title:</b>	Director of Recruiting	<b>Funding:</b>	Personal Support Raising as Deputy Fundraiser. Training Provided.
<b>Position Category:</b>	Central Services	<b>Classification:</b>	Non-exempt
<b>Location:</b>	Hybrid YIF/Timber Bay Central Services 1364 Hamel Road Medina, MN	<b>Travel Required:</b>	Some travel required
<b>Salary or Hourly Pay Range:</b>	TBD based on YIF chart & experience.	<b>Position Type:</b>	Full-time
<b>Reports To:</b>	Direct supervisor 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>	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 Director of Recruiting is key to helping the overall organization attain its mission by creating healthy ministry teams and hiring ministry staff. Responsibilities of the Director of Recruiting focus in five areas:</p> <ul style="list-style-type: none"> <li>• Fundraising and Personal Support Development,</li> <li>• Recruiting new staff,</li> <li>• Aiding with the HR functions of hiring,</li> <li>• Supporting leadership and Area Directors in reaching their staffing goals,</li> <li>• Staff Development &amp; support.</li> </ul> <p>Specific responsibilities can include:</p> <ol style="list-style-type: none"> <li>1. Understanding the vision and mission of the various ministry teams of Timber Bay.</li> </ol>

2. Helping reach staffing and ministry goals by communicating with leadership and staff.
3. Supervising Intern Director and working alongside other Central Service team members.
4. Attending staff meetings to build relationships and learn about the various ministries at Timber Bay.
5. Creating and enacting recruiting plans (i.e. writing job descriptions, creating and hosting job postings, going to job fairs).
6. Networking with various ministry partners for sourcing and recruiting purposes.
7. Connecting with potential candidates and listening to their ministry vision.
8. Sharing the vision of Timber Bay with potential staff to see if they are a good fit.
9. Discerning where a potential candidate may be the best fit with their skills to build healthy teams.
10. Coaching current staff to adhere to legal guidelines.
11. Guiding potential staff through the application process within the legal and set regulations.
12. Communicating with staff teams about candidates with confidentiality and discernment.
13. Problem-solve the various challenges of ministry hiring.
14. Advocating for both the Timber Bay ministry standards and the candidate's ministry visions.
15. Hosting ministry site visits and interviews.
16. Aiding supervisors in hiring decisions and discernment.
17. Setting up hiring and training plans and communicating with all parties involved.
18. Learning about the cultural challenges of ministry hiring nuances.
19. Maintaining the recruiting budget and other administrative duties.
20. Represent Timber Bay with a high level of professionalism and care.

### **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 the Director of Recruiting, 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 passion for youth ministry.
- Paid or unpaid ministry experience required. Ministry with mentoring youth in a nonprofit is preferred.
- Bachelors in HR, Organizational Leadership, or Ministry is required. Masters in HR with the focus on organizational effectiveness and Talent Acquisition is preferred.
- 3+ years HR or related experience with recruitment or sourcing experience is preferred.
- 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 commitment to follow through with our training process.

### **SKILLS, GIFTS AND TALENTS**

The Director of Recruiting will operate their ministry out of the skills, gifts and interests they already possess. Communication, people skills, listening skills, servant leadership 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 Director of Recruiting 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,
- Participate in ministry as a servant leader alongside other ministry teams with Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff.

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- Understand and maintain the standards of the Evangelical Council of Financial Accountability (ECFA).

The Director of Recruiting 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 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:		Date:	
Last Updated By:	Leah Freichels	Date/Time:	8.23.23