

# JOB DESCRIPTION

NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS

**Job Title:** Director

**Department:** Youth Ministries (NAD/YM)

**Name:** James Black

**Budget Number:**

**Category:** Elected

**Wage Grade/Range:**

**Credentials:**

**Supervisor:** Debra Brill

**Date Written:**

**Supervisor's Title:** General Vice President

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The statements found in this job description are general in nature. The following information is not exhaustive and should not be construed as such. The contents of this document may be changed at the discretion of the organization and/or Director at any time.

**POSITION SUMMARY:** The Director serves as advisor and facilitator to all areas of the Youth Ministries program in the North American Division. The director coordinates the activities of the Youth Ministries Department with the total activities of the Seventh-day Adventist Church.

**AUTHORITY, ACCOUNTABILITY:** Authority as defined by the North American Division *Working Policy*. Responsible for directing the administrative activities of the Youth Ministries Department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through assigned Vice President, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Director is responsible for recommending selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee.

## ESSENTIAL JOB FUNCTIONS:

- Advises North American Division and division administrators concerning the work of the Youth Ministries Department.
- Coordinates the work of the Youth Ministries Department with that of other departments and services and with the administration of the North American Division.
- Leads out in the development of training programs and materials for YM personnel in NAD field.
- Coordinates and plans YM Leadership Convention, including speakers, seminars, logistics, etc, every two years
- Guides in the preparation of resource materials for the use of the Youth Ministries Department in the world field.
- Coordinates and plans yearly YM Adventurer Leadership Convention, including speakers, seminars, logistics, etc.
- Responsible for the process of selecting, transferring, and terminating department personnel and, following approval by the designated supervising Vice President (or officer) and appropriate administrative committee is authorized to make final decision.
- Assists in the orientation and mentoring of incoming/new conference Youth Ministries directors.
- Planning and coordination of NAD Pathfinder Camporee, including speakers, seminars, logistics - once per quinquennium.

- Plans for orientation and training of Youth Ministries Department personnel in the division field.
- Assists and guides Unions in planning of YM events as necessary and/or requested.
- Advises Youth Ministries Department Directors and institution personnel within the North American Division field.
- Plans and coordinates NAD Youth Congress, including speakers, seminars, logistics, etc.
- Evaluates Youth Ministries institutions and organizations, and relays information to those concerned.
- Reviews workload, schedule, itinerary, and status of ongoing projects in order to plan further activities.
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- Serves on the following boards and committees: Chairperson - NAD Executive Youth Committee, NAD Pathfinder Committee, NAD Adventurer Committee, NAD Camp Committee; Vice-Chair - Association of Adventist Youth Ministries Professionals; Co-Chair: NAD Pathfinder Camporee Committee; Secretary/Treasurer - Association of Adventist Camp Professionals,
- Liaison with union personnel as requested to attain conflict resolution.
- Ensures that the Youth Ministries Department operates within the assigned annual operating department budget.
- Obtains supervising Vice President's concurrence of any department initiated contracts (stipend, employment, independent) and fund-raising projects.