

YOUTH DIRECTOR

The following job descriptions, tasks, and responsibilities are only guidelines and suggestions. The Director can decide to combine or change the tasks to any of the core team. Many times the core team decides to share the responsibilities more equally among themselves as the Director chooses. The following are guidelines that have worked well previously and are suggested for the core team.

The Youth Director is the "right hand" of the Director on the weekend. It is the Youth Director's job to carry out the desires of the Director and any direction the Director gives during the team meeting preparations, the team meeting, and the weekend. The Youth Director takes the burden off of the Director. The Youth Director is part of the core team. You will work very closely with the Director, Head Cha, and Assistant Head Cha. You will help to take care of most of the behind the scenes duties associated with the team meetings and the weekend. You will help the Head Cha and Assistant Head Cha put together any team book, team roster, maps, job descriptions, guidelines and the copying of any items such as these for team meetings. You will help with reserving churches for team meetings and serenade practice, keep the entire team informed of updated information, make name tags, help at the registration table, etc.

The Youth Director is the main manager of the conference room alongside the Director. The Director doesn't want to focus on managing but rather on the candidates. So it is your job to see that the conference room runs smoothly. You will literally sit beside the Director on the weekend and assist in anything they ask you to help do. Usually this will consist of going back and forth between the Head Cha and Assistant Head Cha, who are managing the campground outside of the conference room. Since you are managing the conference room, you will want to keep close contact with the Head and Asst. Head as to what is going on outside. The three of you will set up some kind of signal for when speakers are ready to enter, a meal is ready, chapel is ready, or if any of these are NOT ready. You will need to know if any candidates are still in the restroom or have not returned from chapel or dorm since you cannot start until all are present. When you find out from the Head and Asst. Head that all are present or that it is clear to move to the next place, you inform the Director to go on to the next activity. Oftentimes the Director assigns the task of informing the candidates what to do next, such as; "Please, take a few moments to ponder what this talk has spoken to you." Or "You now have five minutes to discuss this talk." Or "You now have ten minutes to make your poster." Often the Youth Director will tell the candidates to follow the Director to the chapel or the kitchen. The Youth Director is visible at team meetings and the weekend. Make yourself available to the Heads to handle last minute questions.

It is your responsibility to keep the weekend on schedule in the conference room. Monitor the weekend schedule closely, working to anticipate anything that could put you behind schedule in any area. The Director will be relying on you to keep time and to the schedule as closely as possible.