



## **Affinity Co-ordinator The Dam Youth Drop-in**

### **Overview:**

The Affinity Coordinator is a hands-on management position in charge of the overall Affinity Program. This includes hiring and supervising the staff and volunteers, establishing vision and direction for Affinity and running all programs.

### **Supervisory responsibilities:**

- Recruit, hire, train, and supervise Affinity staff; develop and maintain staff performance standards and take corrective action where required.
- Create and maintain up-to-date job descriptions for program staff, and provide annual job descriptions reviews and written performance reviews.
- Volunteers relations: recruitment, development, training and supervision.

### **Accountability:**

The Affinity Coordinator is accountable to the Executive Director.

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### **Ministry responsibilities:**

- Envision, understand and anticipate the needs of the program and its participants, develop ways to meet these needs and share vision/development with staff.
- Develop new ministry initiatives arising from the current program, including needs and costs.
- Assist Executive Director in fundraising, appealing to individuals, churches, local businesses and the community.
- Take care of the overall running of each program.
- Appealing to churches and individuals for weekly dinners
- Coordinating donations of supplies that come in.
- Developing partnerships with other agencies to run programs.
- Design appropriate programs that meet the needs of young moms and children.
- Work an appropriate share of drop-in shifts, to connect with teen girls as prevention.
- Advertise program to young moms and pregnant teens in the area of Meadowvale through schools, neighborhood outreach, special events and personal contact.

### **Personal responsibilities (approx. 10 hours/week:)**

- Personal professional development: continuing job-related education, reading, etc.
- Establish, maintain and keep in regular contact with a minimum of three mentors, specifically to deal with personal, emotional, spiritual, family and ministry issues. These mentors should include a spiritual mentor, an emotional mentor and a peer mentor.

*...in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect... 1 Peter 3:15*