**Scope of Position:** The function of the Young Adult Coordinator (YAC) is to work with the Interns, Bridge Students, Fellows (IBF) Director, Female Discipleship Leader (FDL) and the Resident Assistants (RA) to facilitate an environment within the IBF households that contributes to the overall physical, emotional, intellectual, social, and spiritual development of fellows, interns, and bridge students.

**This ministry position and its department, help break the cycle of poverty on the near Eastside of Indianapolis by** engaging and empowering the community of interns, bridge students, and fellows so that they feel better equipped to serve the families in our neighborhoods through a Christ-centered approach. Our desire is for those in the IBF program to grow professionally and spiritually during their time at Shepherd.

**Position Details:**

* **Ministry Area:** *IBF*
* **Reports to:** IBF Director
* **Supervising:** *Interns, Fellows, Bridge Students, Resident Assistant*
* **FLSA Status:** *Full-Time, Hourly, Nonexempt*
* **Location:** *4107 E Washington St/ 340 N Sherman Dr.*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 40 hours/week

* Monday-Friday, 8:30 AM-5 PM, hours may vary
* Some nights and weekends

**Essential Duties and Responsibilities:**

*College Specialist & Male Discipleship Leader*

* Help Bridge Students succeed with their College Connections
  + Learn the portals and protocols of each of our college partners.
  + Help Bridge Students navigate their college resources.
* Liaison between IBF and staff supervisors in their positions.
  + Advocate for IBF growth with staff supervisors.
  + Help IBF maintain the growth mindsets needed for ministry placements.
* IBF Community and Personal Development
  + YAC seeks to build relationships with each male IBF student and provide spiritual encouragement, prayer, and emotional support as they navigate various challenges, opportunities, etc. through one-on-ones and regular check-ins.
  + YAC assists each male IBF student in creating a personal development plan that includes personal (physical, financial, emotional, and relational), spiritual, and professional goals for the year. YAC will support each male IBF student in meeting these goals through accountability and access to necessary resources. With permission from each IBF student, YAC will communicate personal development plans to the IBF student’s Shepherd mentor to provide additional support.
  + YAC strives to cultivate a culture of community among the male IBF students that is positive and edifying to all.
  + YAC communicates the needs of IBF students to the IBF director and Shepherd leadership.
  + YAC guides male IBF students in healthy conflict management with other IBF students, Shepherd supervisors, and other Shepherd staff members as needed.
  + YAC works with IBF director to pair each male IBF with a Shepherd mentor
  + YAC collaborates with the FDL/IBF director to facilitate weekly fellow nights.
  + YAC equips and empowers male RA in his individual personal development and in leading other IBF students.
* Facility management
  + YAC will provide support to male RA in all facility management responsibilities as needed.
  + If cleanliness issues persist, YAC will perform clean house checks and address resident concerns.
* Policy enforcement/safety
  + YAC will provide support to male RA in all policy enforcement/safety responsibilities as needed.
  + YAC will ensure male IBF students follow Shepherd Community guidelines at work and in household.
  + YAC will work with male RA, IBF director, and security to respond to any safety concerns in the household.
  + YAC will respond to any male IBF resident who fails to follow house rules.
* Emergency response
  + YAC will provide support to male RA and male IBF residents in all emergencies.
* Administrative tasks
  + YAC is required to meet weekly with the FDL, IBF director, and RAs to check in on RAs and IBF students in the households.

**Qualifications**

**Required Qualifications**

* Experience working with young adults
* Strong leadership and planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Ability to drive vehicles (License Required)

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.