



P.O. Box 2161  
Salem, OR 97308  
[mvyfc.org](http://mvyfc.org)

Dear applicant,

Enclosed with this letter is a job description for a part-time ministry director at Mid-Valley Youth For Christ. I hope you will take some time to read through, process, and pray about this opportunity. If you have a heart for incarcerated youth, this may be the perfect opportunity.

I've been working with Youth For Christ for over 30 years and an honor to work alongside others with the same passion for lost kids. Reach out if you have any questions.

I look forward to having further conversation.

Sincerely,

A handwritten signature in black ink that reads "Jen".

Jennifer Berg,  
Executive Director  
[jennifer@mvyfc.org](mailto:jennifer@mvyfc.org)  
503-559-1005



## Ministry Director

FLSA Classification	Exempt	Salary Grade/Range	\$36,000
Hours	Regular Part Time (28 hours/week),		
Location	Albany - Salem - Woodburn locations		
Reporting Relationship	Reports to Executive Director		
Date prepared	May 2025		

Position Summary	Site leader with responsibility to lead ministry teams and design programs that will positively impact the spiritual needs of incarcerated youth in Oregon's Willamette Valley.
Essential Functions	Design and develop ministry programs specific to the developmental, spiritual, emotional, intellectual, and social maturity levels of youth in the assigned juvenile facilities; Recruit, train, and regularly support site-specific volunteers who can function with integrity, maturity, and spiritual sensitivity; Build relationships with facility staff and administrators that are characterized by respect, collaboration, and genuine care.
Secondary Responsibilities	Participate in annual fundraising events such as the Spring Auction and Fall Golf Challenge; Identify and provide referrals to potential donors and/or volunteers based on your existing networks.
Spiritual Responsibilities	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people, YFC expects all employees to:</p> <ul style="list-style-type: none"> <li>• Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.</li> <li>• Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC.</li> <li>• Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.</li> <li>• Model empathy, humility and care for all people. This includes promoting equity and inclusion in word and in the practice of faith expression.</li> </ul> <p>Note: all full-time ministry employees will also complete the Leader Cohort training conducted by YFC-USA within the first 12-18 months of their employment with Mid-Valley Youth For Christ.</p>
Budget Responsibilities	Utilize financial resources consistent with Chapter expectations.

Knowledge & Skills	<ul style="list-style-type: none"> <li>• Evidence of maturity regarding Youth for Christ's Cultural Attributes (Christ-Centered, Kingdom Inspired Diversity, Joyful Camaraderie, Relentless Trust, Enduring Humility and Courageous Faithfulness)</li> <li>• Ability to design ministry programs that are based on the needs and opportunities that exist within the five juvenile facilities served by MvYFC (MacLaren Boys Correctional Facility - Woodburn, Marion County Detention - Salem, Oak Creek Girls Correctional Facility - Albany, Linn-Benton County Detention - Albany, and The Jackie Winters Transition Program - Albany).</li> <li>• Demonstrated understanding of the uniqueness of today's incarcerated youth - their characteristics, experiences, perspectives, and needs.</li> <li>• At least three years experience leading small groups of pre-teens and/or teens.</li> <li>• Ability to function constructively within institutional facilities that maintain strict (and sometimes inconvenient) protocols regarding clothing, electronics, physical contact, student decorum, and staff supervision.</li> <li>• Capable of compellingly recruiting and effectively supporting spiritually mature, responsible adult volunteers who can dedicate themselves to ministry at a specific site.</li> <li>• Dependable administrative skill sets related to record keeping, written and verbal communication, collaborative planning, problem-solving, financial accountability, time management, and team engagement.</li> <li>• Demonstrated ability to design relevant lesson plans and curriculums for juveniles, teach and/or lead discussions that facilitate learning on a wide range of topics and in such a way that leads to Gospel-sharing opportunities, comfortable meeting one-on-one with youth and building relationships that model healthy, spiritual maturity.</li> </ul>
Credentials & Education	Bachelor's Degree preferred. Employees must be at least 21 years of age in order to access most facilities and must also complete all trainings required by each institution.
Physical Requirements	<p>Ability to communicate orally with customers, vendors, management, and other co-workers is crucial. Regular use of the telephone and e-mail for communication is essential. Sitting for extended periods is common. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information, and to prepare or inspect documents.</p> <p>No heavy lifting is expected, though occasional exertion of up to 10 lbs. of force may be required. Good manual dexterity required for the use of computers, mobile devices, and other productivity technologies.</p> <p>The job is performed indoors in a traditional office setting. Extended periods of sitting and extensive work at a computer and phone are to be expected, as are extended periods of time standing in front of, and presenting to groups.</p>
Travel Requirements	Ability to drive or ensure reliable transportation to assigned ministry site(s) and other ministry locations. Occasional overnight travel may be required.



Budget Responsibilities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisory Responsibilities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Supervisory responsibilities over volunteers/teams assigned to specific facilities.

#### AAP/EEO Statement

YFC is classified as an Association of Churches and our hiring practices reflect that designation. As a religious nonprofit organization, Youth For Christ incorporates within each leader's role the requirement to model, teach, share and live the faith. The relationship between YFC's mission and each of its leaders is its lifeblood and as such does at all times and in all instances reserve the right to make employment decisions based upon a person's religious beliefs, personal character and lifestyle consistent with our understanding of the Bible, our overall goals, and requirements for Christian ministry.

We seek to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for growth, development, promotion, training and compensation.

We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the organization.

#### Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.