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| **Job Title** | Activities Lead /Volunteer Engagement. |  | **Job Purpose** |
| **Department** | Madison House |  | This position provides program coordination of activities for Madison House—YUGM's strategy for reaching youth and their families—so that they might experience permanent and measurable life transformation.  |
| **Location** | 1300 N 1st St Yakima, WA 98901 |  |
| **Reports to** | Madison House Manager |  |
| **Classification** | Non-exempt |  |
| **Salary Grade** | B |  |

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| **Union Gospel Mission Purpose, Vision, and Value Statement** |
| Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ. All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.  |

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| **Essential Personal Qualities** |
| To perform the job successfully, an individual should demonstrate the following qualities:**LOVE*** Improves the reputation of Christ by personal interactions with others
* Remains relationally available, present, and authentic in all contexts
* Demonstrates genuine and sacrificial care for the wellbeing of others
* Pursues God personally, relationally, emotionally, and intellectually

**PROFESSIONALISM*** Is consistently at work and on time, arrives at meetings and appointments on time.
* Meets deadlines and fulfills commitments with thorough follow-through.
* Proactively measures work to ensure learning, improvement and success.
* Communicates effectively in written form.

**LEADERSHIP*** Constantly pursues growth, learning, and improvement
* Thinks creatively, strategically, and spiritually
* Regularly sought by others for input and value
* Maintains mission-clarity and a godly example under stress
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| **Duties and Responsibilities** |
| **Culture Work*** Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
* Maintain a high level of integrity in modeling and promoting the Mission’s Christian culture, core values, policies and procedures.

**Team Work*** Instructing, training and coaching each person you work with is an instrumental part of the role.
* Able to communicate well with others including guests, donors, staff and volunteers
* Work well in a collaborative, team environment, and with volunteers

**Direct Work*** **Volunteer Engagement:** Oversee volunteer communication and scheduling for Madison House, working in conjunction with the director of volunteer engagement (DOVE). This position also oversees coordination of new, and current volunteers at Madison House.
* **Program Lead:** Working in conjunction with Activities coordinator to execute primary functions of programs by leading activities, tutoring, Bible studies, serving of evening meal and announcements, and related program activities.
* **Mentoring/Modeling:** teach Christian life values and good behavior for the younger students, ensure basic cleaning and janitorial maintenance, provide accountability for clients and consistently confront behaviors in a safe manner.
* **Staff work:** ensure values for program health, meet regularly for supervision with and attend all mission events as required by Program Manager, document client progress and incidents in the YUGM database, participate in additional professional skills development and training as needed.
* **Other duties** as assigned within reason and in support of YUGM's mission and values.
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| **Direct Reports** |
| * Reports directly to Madison House manager
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| **Qualifications** |
| * Experience in a related field, with additional specific training and experience in the fields of homelessness, addiction, childhood trauma, poverty and gang-culture.
* Prior experience working with persons in crisis, demonstrating effective de-escalation, dispute resolution, and problem-solving skills.
* Some knowledge of ACE’s and the impact of trauma on children and youth.
* Ability to coordinate activities with community partners including volunteers, churches, and civic organizations, working alongside and/or supervising volunteers and interns representing a variety of backgrounds – cultural, economic, addiction, etc.
* Strong organizational, customer service, and interpersonal skills, high level of professionalism and the ability to maintain confidentiality required.
* Capable written, verbal, and spiritual communication skills, including some public speaking.
* Personal ethos and work ethic should reflect YUGM’s Core Values of *Love, Professionalism* and *Outcomes*.
* Proficiency with common office productivity hardware and software.
* Job specific qualifications: Valid WDL, good driving record, proof of insurance.
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| **Working Conditions** |
| The primary duties of this position are performed in a variety of environmental extremes. The noise level in the environment is usually moderate, but will have occasional noise extremes.  |

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| **Physical Requirements** |
| **Daily Physical Demands*** Able to stand for a prolonged period of time
* See and hear
* Speak English clearly and fluently
* Travel from one location to another
* Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
* Lift up to 30 lbs.
* Answer phones
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| **Staff Signature:** |  |
| **Print Staff Name:** |  |
| **Supervisor Signature:** |  |
| **Print Supervisor Name:** |  |
| **Date:**  |  |