

The First U.P. Church of Crafton Heights
The Open Door
Position Description: Director of The Open Door

Reports to: Pastor
Directly Supervises: There are no staff reports to this position, but the Director will oversee the work of several key volunteers
Status: Full Time
FLSA: Exempt

Position Summary

The Director of The Open Door will provide leadership and energy to the Open Door Youth Outreach, particularly by engaging, equipping and scheduling volunteers and connecting with donors and funders.

Essential Functions:

- Fundraising, including grant writing
- Recruit and equip volunteers for ministry with children and youth
- Plan, implement and attend youth programs (e.g. Friday Night Recreation, Guy's Group, CrossTrainers summer youth camp)
- Resource and equip the Open Door Steering Committee during a time of rebuilding
- Acknowledge contributions (financial and volunteer) with personal communications as well as working with the Financial Secretary to ensure appropriate tax receipts are sent.
- Communicate the presence and vision of the Open Door through newsletter articles, social media posts and other platforms as appropriate
- Monitor the condition of the Open Door's building through weekly inspection of all areas

Other Responsibilities:

- Represent the Open Door in the neighborhood and in the congregation (including occasional attendance at key church activities, student events, and community functions).
- A minimum of once monthly worship attendance at CHUP.
- Ensure that volunteers are aware of and compliant with the "Safe Church Policy" as adopted by Session.
- Quarterly attendance at called Session meetings.

Minimum Qualifications:

- Bachelor's Degree in a relevant field or three years ministry experience in a comparable setting
- Demonstrated leadership skills
- Ability to relate to wide variety of ages, socio-economic status, religious identity, etc.

Physical Requirements:

- Ability to move freely in and out of different ministry settings (e.g., church building, Open Door, schools, community establishments, etc.)
- Ability to speak publicly and read and write clearly

Core Competencies:

- Interpersonal Skills: Demonstrates the ability to lead and work with others, including the capacity to listen and accept criticism. Engages people positively with a sense of optimism and competence.
- Communication: Is able to deliver a message clearly (written or oral) employing accepted grammar and patterns of speech; is able to convey the challenges/opportunities at hand in a way that engenders trust and hope
- Initiative: Is capable of hard work; able to work without constant supervision or continual feedback; willing to take risks and invite others to do the same.
- Influences Others: Encourages others to cooperate and join in participating in a larger vision; uses verbal and non-verbal skills to generate energy, passion, commitment, and respect; creates an environment in which others would like to participate
- Personal Resilience: Can effectively cope with change and uncertainty and is able to act even when some things are up in the air; contributes to the well-being of the group by providing a non-anxious presence, is flexible
- Spiritual Maturity: Leads a life reflective of personal commitment to Christ and spiritual grounding in the Gospel; is willing and able to pray with and for others; is seen by others as reliable, authentic, and approachable; willing to seek out spiritual direction and mentoring from others; is able to live a credible lifestyle.

Applications are currently being considered. Please submit resume and cover letter to

chup@chup.org

or

*The Rev. David B Carver
First U.P. Church of Crafton Heights
50 Stratmore St.
Pittsburgh PA 15205
412-921-6153*