**Leadership Director**

**Reports to: President**

**Job Summary**

The Leadership Director creates and facilitates events for GZ students and local youth groups that challenge students to go deeper in their faith and for sending area youth out to do ministry. This is done by the development and nurturing of students and by ensuring every middle and high school student, who walks through the doors, is welcomed with open arms, followed up with and does not fall through the cracks. This position also oversees campus ministries at area middle and high schools. In addition, this staff member provides recruitment, training and support for GZ volunteers.

**Essential Functions of Job**

* Collaborate with GZ staff to create, plan and implement inspiring and life changing ministry to teenagers.
* Embrace Ground Zero's mission, core values, and strategy
* Honor ministry policies outlined in Ground Zero Handbook
* Raise and maintain personal ministry partnership support
* Perform other duties as requested by the President of GZ.
* Cultivate awareness about Ground Zero in the community
* Understand every staff member has a role in advancement

**Follow Up**

* Create and maintain systems for:
	+ Student check-in process at weekly GZ events
	+ Tracking first time guests who attend weekly GZ events
	+ Students who are absent from weekly GZ events
	+ Every student who makes a decision to follow Christ
* Conduct follow up for all first time guests who attend weekly GZ events.
* Record event data: attendance numbers, churches represented and number of decisions.
* Comply with legal requirements by ensuring timely reporting of all applicable incidents to the appropriate authorities.
* Build and nurture relationships and partnerships with parents of GZi students and student leaders.

**Spiritual Growth**

* Work with President, Outreach Director and Marketing & Communications Director to plan events that will equip students in their walk with Christ. (both GZ students and youth groups)
* Coordinate content for TAWG cards to be submitted to Creative Director for design.
* Oversee distribution of TAWG cards to students and create ways to get them engaged in using the cards and memorizing their verses.
* Schedule GZi message series and give content to Marketing & Communications Director.
* Schedule GZi Communicators.
* Schedule regular Bible studies that strengthens student’s walk with Christ.
* Responsible for the coordination of GZ missions activities.

**Small Groups**

* Nurture and develop small group leaders by ensuring they participate in leadership training opportunities and have the necessary tools to be effective group leaders.
* Hold Small Group Leaders accountable to their responsibilities.
* Prepare Small Group Discussion Guides for GZi.
* Create, implement and maintain a process for students interested in joining a small group.

**Campus Ministry**

* Create and implement effective ways to make a positive impact and build healthy relationships with local middle and high schools.
* Recruit and train student leaders, campus mentors and faculty sponsors for area middle and high school GZ Campus Ministries.
* Coordinate school assemblies when possible.
* Establish relationships with school administrators and nurture them.

**Leadership**

* Work with the Marketing & Communications Director to create consistent campaign to recruit adult and student leaders.
* Oversee all aspects of the Leadership Ministry including recruitment, training, nurturing, reporting, volunteer green room, etc.
* Create volunteer schedule to ensure appropriate staffing levels for ministry events.
* Plan and facilitate leader nurture process and annual appreciation event.
* Create and oversee student and college intern ministry.

**Leadership Teams**

Responsible for the organization and oversight of leadership teams:

* GZ Band
* Small Group Leaders
* 1st Impressions
* Host
* Campus Ministries