FOCUS
Fellowship of Christians in Universities & Schools

Job Description

VINEYARD STAFF PROGRAM DIRECTOR

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description

The Vineyard Staff Program Director is responsible for ministering to the Vineyard Staff, supporting Summer Programs at the Study Center, and serving as an adult presence on the property. This position reports to the Director of National Programs.

Vineyard Staff:

Professional

- Cast a vision for why we are working and serving.
- Work with the department managers (kitchen, office, and facilities) to train the Vineyard Staff on their job responsibilities.
- Monitor each individual's job performance to provide encouragement and feedback.

Relational

- Care for each Vineyard Staff member individually through weekly one-on-one mentoring and discipleship meetings.
- Check in regularly with individual Vineyard Staff members to see how they are doing.
- Provide guidance and support for Vineyard Staff living in community, including addressing interpersonal conflicts, fostering healthy communication, and helping maintain clean and orderly shared living spaces.

Spiritual

- Run two weekly meetings, including one Bible study meeting and one fellowship meeting (such as community-building activities or a prayer and worship night).
- Support the spiritual growth of the Vineyard Staff.

Community Responsibilities:

- Be a presence on the property by attending meals and meetings regularly.
- Be a welcoming and supportive presence to all who are staying on the property during and between programs.
- Coordinate daily devotionals for the kitchen volunteers.

- Coordinate weekly fellowship evening for the Summer Staff.
- Attend the weekly grid meeting with Program Directors and other managers before the start of each program.

Position Requirements

The ideal candidate will have:

- A heart for the Gospel and must sign and abide by the FOCUS Statement of Faith.
- Bible study leading and discipleship experience.
- A desire to support and encourage college students as followers of Christ.
- Prior experience with FOCUS programs (preferred).
- Availability to live on Martha's Vineyard: May 15 - August 20.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four vacation days for the summer. These must be used during the summer and will not be paid out at the end of the summer. (Only applicable to full summer staff).