



## PREPARING A JOB DESCRIPTION

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Job descriptions are useful for both paid and volunteer staff in youth ministry. They ensure that people know exactly what is expected of them, giving them a clear focus and providing measures by which their performance can be assessed.

An effective job description will contain the following:

### 1. Outline or summary

This will be no more than two sentences and will succinctly explain the nature and scope of the task.

### 2. Accountability

This states the person or people to whom the person is accountable along with a description as to how that accountability is expressed. For example, if a paid staff member is accountable to the elders, there may be one elder nominated to whom they directly report; state expectations on how accountability is expressed e.g. weekly meetings, monthly reports etc.

### 3. Skills required

A list of primary skills is not only a useful way to identify the right applicant. It reflects expectations regarding what the person is to do, and either reassures them they are suitably gifted for the job or indicates they may not be.

### 4. Tasks

When listing tasks, it can be useful for clarity to group related tasks under headings such as leadership, programming, administration, pastoral care etc. Be sure to state succinctly what you want the person to do. Don't add too many details – the "expected outcomes" below allow you to express some non-negotiables. A good rule of thumb is to state what they need to do, not how they need to do it.

### 5. Expected outcomes

These express quantifiable outcomes by which the person may both assess themselves and be assessed. Whereas a task states what is to be done, an expected outcome states the measure by which the quality of the task will be assessed. For example, a task may be to run a weekly Bible study; expected outcomes may include that the content is Biblical and relevant, and the person is well prepared and leads with wisdom and empathy.

### 6. Employment details

In the case of a paid position, the role description should state the hours to be worked and whether there is flexibility around this. The exact amount of remuneration may depend on experience so need not be stated explicitly in this document. If the role is for a fixed term this should be stated.

## CONTACT

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