



Youth Coach Job Description

The primary goal and responsibility of the Youth Coach is to select the Youth Team, interface with the GLS Premiere team leaders if applicable for guidance, engage all of their youth connections and Coach the Youth team to provide a Youth Summit event that is run with excellence, connects young leaders to Christ and back into the local church. The Youth coach will also connect with the Global Youth Summit team leader for questions and support.

Gifts/Abilities

- Already connected with youth, youth leaders and can rally youth leaders from across many groups and denominations to take part of Youth Summit event
- Leadership in organization and team-building
- Administration
- Delegation and follow-up
- Clear communication
- Detail oriented
- Troubleshooting and problem-solving
- Accessible by email

Essential Tasks

- Connect with the Global Youth Summit team for clarity and support throughout the entire event process.
- Coaches all Youth leadership team members and help them succeed in their roles.
- Oversee, direct and Coach The Youth Summit Producer making sure they are connected to the Global Youth Summit team for coaching on the program if needed.

- Help the Youth Summit Marketing Director develop marketing plan and connect them with all contacts and connections you and other adult leaders have in the area of Youth Ministry.
- Coach the Youth facilitators to help young leaders identify and apply the teaching of the Youth Summit event. This is done by contextualizing the teachings to the local culture and helping young leaders to take action by making decisions and by taking specific steps.
- Help the facilitators connect with the Youth Producer and clearly figure out what process tools are needed for each teaching and how to make it a conversation not a classroom feel environment.
- Establish and maintain communication with the GLS Premiere Steering Committee (if that is applicable) to keep them aware of how the Youth Summit event is going and any items that need their attention.
- Debrief with Youth Summit team within two weeks after the conference



Event Manager Job Description – Youth Summit

The primary goal and responsibility of the Event Manager is to execute the Youth Summit event by providing a distraction-free environment for young leaders to experience the Youth Summit event. Is responsible for the logistics of everything that happens outside the auditorium.

Gifts/Abilities

- Leadership in organization and team-building
- Administration
- Delegation and follow-up
- Clear communication
- Detail oriented
- Troubleshooting and problem-solving
- Working knowledge of Microsoft Office (Word, Excel)
- Accessible by email

Essential Tasks

- Work with Youth Coach to understand what is needed for this event and then Recruit Youth Event Management Team leaders; educate and empower them regarding the details of their roles.
- Follow-up with Event Management Team leaders to ensure tasks are completed on time
- Establish and maintain communication with the Youth Coach for necessary information and integration of teams in areas of: budget, breakouts, registration, resources, refreshments, signage, timelines, etc.
- Call and lead Youth Event Management Team meetings
- Debrief with Youth Coach within two weeks after the conference
- Communicate all necessary information to Youth Programming Team



Producer Job Description – Youth Summit

The Youth Producer is the person who leads the Youth Programming Team to create an environment and program that invites young leaders into a life-changing experience through the Youth Summit event. Is responsible for everything that happens inside the auditorium.

Gifts/Abilities

- Leadership in organization and team-building
- Delegation and follow-up
- Basic knowledge of the programming aspects (arts, technology, etc.)
- Clear communication
- Detail oriented
- Troubleshooting and problem-solving
- Working knowledge of Microsoft Office (Word, Excel)
- Accessible by email

Essential Tasks

- Under the supervision of the Youth Coach, Oversee, direct and guarantee The Youth Summit Program is run with excellence.
- Coordinate, plan and lead rehearsals
- Direct, coach and lead the program and production teams
- Leads and works with the Youth:
 - Technical Coordinator
 - Worship Leader
 - Stage Manager
 - Facilitators
 - Master of Ceremonies
 - Event Manager
 - Ushers
- Plan Programming Elements in partnership with the Global Youth team and Youth Coach.
- Debrief with Youth Coach within two weeks after the conference



Technical Coordinator Job Description – Youth Summit

The Youth Technical Coordinator works with the site's Youth Producer on the planning and execution of The Youth Summit event. Is responsible for all of the technical production elements.

Gifts/Abilities

- Leadership in organization, team-building and supervision of technical staff
- Some Knowledge of audio, video, and lighting equipment
- Clear communication
- Detail oriented
- Troubleshooting and problem-solving
- Accessible by email

Essential Tasks

- Under the supervision of the Youth Coach, Oversee, direct and guarantee the technical aspects of The Youth Summit Program.
- Supervise, lead and guarantee the technical aspects of the Youth Summit Event.
 - Audio
 - Video
 - Graphics
 - Lighting
 - Stage Decor
 - Ensures proper load-in and set up
- Supervise the technical aspects of the rehearsals and Youth Summit event experience
- Debrief with Youth Coach within two weeks after the conference



Marketing Coordinator Job Description – Youth Summit

The Marketing Coordinator develops, directs and implements the marketing strategy for The Youth Summit event with the assistance of the Youth Coach and the Youth Marketing Team.

Gifts/Abilities

- Personal Relationships (this is key)
- Organization
- Knowledge/experience in social media
- Passion for the local church
- Passion for leadership development
- Some Knowledge/experience in marketing
- Clear communication
- Team building

Essential Tasks

- Under the supervision of the Youth Coach, Develops, directs and implements the Youth Summit marketing strategy.
- Builds marketing teams to reach the different sectors of young leaders.
- Ensures that the necessary marketing materials are available to promote the Youth Summit event.
- Leverages the relationships of Youth Leadership Team members and Youth Coach to promote the Youth Summit event.
- Leverages the relationships from the different networks and alliances to invite young leaders.
- Leverages the Internet, social media and technology to promote the Youth Summit.
- Works to reach and surpass the attendance goals set by the Youth Leadership Team.
- Ensures that there is a broad awareness of the event by all the leaders of the region.
- Debrief with Youth Coach within two weeks after the conference



Facilitator Job Description – Youth Summit

The Youth Facilitator works with the Youth Producer under the supervision of the Youth Coach to help the young leaders to identify and apply the teaching of The Youth Summit event. This is done by contextualizing the teachings to the local culture and helping attendees to take action by making decisions and by taking specific steps.

Gifts/Abilities

- Clear communication
- Guide and teach others
- Organized
- Disciplined to prepare ahead of time
- Spiritual sensitivity

Essential Tasks

- Help young leaders engage and participate during the event to the point of connecting with the speakers and their content through a conversation not a classroom environment.
- Create a favorable environment throughout the event so that the young leaders can listen to what God is asking them to be and do.
- Work with Youth Producer and Youth Coach to help guide young leaders during the facilitation time, giving them time to reflect and/or
Dialog on the ideas and teaching so that they are able to identify the next steps for their own leadership.
- Help the young leaders to make the most of their time at the Youth Summit event so that their experience will produce the maximum benefit for the kingdom.
- Debrief with Youth Coach within two weeks after the conference

