

The Grunthal Drop Zone Youth Worker Job Description:

“But how can they call on him to save them unless they believe in him? And how can they believe in him if they have never heard about him? And how can they hear about him unless someone tells them?” — Romans 10:14

Job Description

- A Youth Worker is responsible for guiding and supporting young people in their personal, social, and educational development by building trusting relationships, communicating the Good Message of Jesus Christ, and providing life skills training to help them reach their full potential. A Youth Worker lives the life of a Christian, aligns themselves with the Good Message of Jesus Christ, and supports the mission of the Grunthal Drop Zone. A Youth Worker always strives to learn, grow, and strengthen their own faith through prayer, church involvement, studying scriptures, serve others, and live a life reflecting Jesus. This includes having their personal character, their professional role, and their spiritual character working together, and all providing a well-balanced triad of a person.
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When working with youth, a *Grunthal Drop Zone Youth Worker* has 3 main roles and responsibilities. The 3 roles are *Direct Youth Interaction*, *Administrative Tasks*, and *Light Maintenance Work*.

Direct Youth Interaction

- Memorizing the names of and getting to know the Grunthal youth who enter into the Drop Zone.
- Asking open-ended questions aimed at getting youth to open up emotionally, socially, mentally, and spiritually.
- Encouraging and facilitating one-on-one conversations with a youth, in hopes of deepening a mentor-mentee relationship.
- Living a life of example for the youth, that showcases the importance of Christ in their lives. Examples include: refraining from drug consumption, and excessive alcohol consumption, dressing modestly, using professional language and body language, and keeping their home life in order, with a focus on personal spiritual, emotional, and mental growth.
- Aiding in the purchase of items from the canteen, with professionalism, care, and attention to detail, and cleanliness (such as money counting, setting up a tab,

slight food preparation such as boiling water, toasting frozen items, and properly handing out candy).

Administrative Tasks

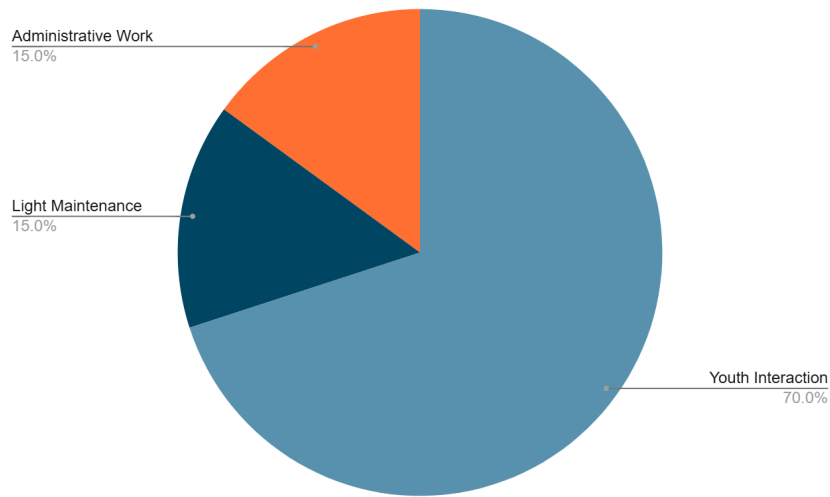
- Answering emails efficiently and promptly.
- Responding to partners' questions, surveys, and emails efficiently and promptly.
- Setting up partnership meetings in a timely, professional, and efficient way.
- Organizing, and keeping a clean desk environment.
- Prepping, studying and preparing for lessons in an efficient, but God-focused manner.

Light Maintenance Work:

- Sweeping the floor.
- Emptying the garbage and recycling.
- Mopping the floor.
- Cleaning the bathroom toilets, mirror, sink, and counter.
- Washing the dishes.
- Re-stocking the cooler with a new product.
- Lysol/wiping down dirty counters and tables.
- Cleaning up lost items around the building left by youth, such as video game controllers, TV remotes, empty pop cans, candy/chip wrappers, dirty paper plates/cutlery.
- Cleaning up Table Tennis, and Pool items that have been left out.
- Locking up the building in a safe, professional manner, if they are the last one in the building.
- Help maintain the outside area clean of clutter, litter, and unwanted snow/gravel.
- Occasional lawn care, garbage removal, and parking lot care.

Balancing Your 3 Responsibilities Accordingly:

It is important that the 3 responsibilities listed above be done properly, and with the correct amount of time given to each. We don't want one or two responsibilities suffering, while one thrives. Therefore, it is important that when you are working in the role of Youth Worker, you have a confirmed balance of each of the 3 responsibilities. 70% of your time will be spent with youth. 15% will be spent doing administrative work, and another 15% will be spent doing light maintenance work.



Pay and Remuneration For A Grunthal Drop Zone Youth Worker

Upon the job offer acceptance, the pay for a Youth Worker at *The Grunthal Drop Zone* will be broken down as follows:

<u>Equivalent Hourly Wage:</u>	<u>Equivalent Weekly Payment at 30 Hours A Week:</u>	<u>Bi Weekly Payment at 30 Hours A Week:</u>	<u>Yearly Salary at 30 Hours A Week:</u>
\$17.00 / Hour	\$510.00	\$1020.00	\$26,520.00

*note: this chart depicts a fully fundraised salary, as well as Gross Pay before Deductions. Results may vary as the role is being fundraised.

NOTE: This is a self fundraised position. The applicant of Youth Worker is to be made aware that all funds brought in as fundraising are as follows:

1. All proceeds / financial donations are donated to *The Grunthal Youth Drop In Center INC.*, and in turn *The Grunthal Youth Drop In Center INC.* pays out the aforementioned wage to the Youth Worker
2. If there is a time when the Youth Worker's salary is NOT being met (ie. there are not enough funds to make the hourly wage), the Youth Worker is to be made aware that

whatever they cannot / do not fundraise will be taken as volunteer hours instead. During this time, all requirements, roles, and responsibilities of the job must still be met.

3. If after a period of 6 months of confirmed lack of funds in their personal salary fundraising, the Youth Worker's role may be downsized to better reflect the correct amount of hours / payment fundraised.

Holiday Pay:

1. A Youth Worker's role offers 2 weeks of vacation time (or equivalent of 60 hours of work) in a calendar year if the Youth Worker is hired for a minimum of 30 hours a week. These hours do NOT roll over into the next calendar year, and cannot accumulate from year-to-year. Vacation time must be taken upon approval of the Director, and with at least a timeline of 21 days of notice, unless emergency scenarios arise.
2. Holiday Pay is paid out bi-weekly and is attached to a Youth Worker's bi-weekly pay cheque. This is important to note because this means that while the Youth Worker is able to take up to 2 weeks / 60 hours of vacation in a calendar year, THE TIME THEY ARE AWAY WILL BE UNPAID.

Ongoing Support & Accountability:

1. As part of our commitment to fostering healthy, sustainable ministry, the Youth Worker will participate in regular check-ins with the Executive Director every 4–6 months. These meetings are designed to provide spiritual and emotional support, assess how the ministry role is progressing, and review the status of personal fundraising efforts. This is an intentional time for open conversation, encouragement, and practical guidance—ensuring the Youth Worker feels equipped, supported, and aligned with the mission of the organization.

Other Duties as Required:

1. The Youth Worker may be assigned additional responsibilities as necessary to support the effective operation of the Drop-In Center and the fulfillment of its mission. These duties may include, but are not limited to, assisting with events and programs, facility maintenance, administrative tasks, community engagement efforts, and other assignments as directed by the Executive Director.