

# Wasatch Presbyterian Church

**JOB TITLE: Director of Youth Ministry**

**DATE: March 2021**

**REPORTS TO: Head Pastor**

## **Job Summary:**

The Youth Director shall lead a ministry for 7<sup>th</sup>-12<sup>th</sup> graders by nurturing an environment for youth to grow closer to each other, to the adult volunteers who care about them, and to God. The Youth Director shall have a passion for the lives and hearts of youth, and be able to inspire, understand, and relate to them with openness, displaying warmth and enthusiasm on issues important to teens.

The Youth Director shall work closely with the Youth Committee to design and implement programming for the youth, including Sunday school, weekly youth programs, fellowship events, service projects, youth participation in worship, summer camps or trips, etc. Together with the Youth Committee, the Youth Director shall cultivate a network of volunteers to help support the youth program, ensuring a strong youth program over the years.

## **Key Responsibilities**

### ***Programming***

Working closely with the Youth Committee, support the program on Sunday morning through the following:

- Develop and manage a plan for Sunday mornings that meets the needs of youth and their families, including Sunday school, Choir, etc.
- Develop a Sunday school curriculum that fits with the culture and goals of the church, and is valued by Sunday school teachers.
- Recruit, manage, and support Sunday school teachers, including developing a teaching schedule, sending teaching reminders, providing guidance on discipline and challenging situations, and recognizing teachers
- Support Sunday school program by providing all supplies for lessons, ordering supplies as needed, arranging for set-up and clean-up on Sunday mornings, and managing attendance records

Working closely with the Youth Ministry Committee, support the program at other times through the following:

- Plan and oversee implementation of regular fellowship events, such as Night Games, Wednesday Youth Group, picnics, bowling, movie nights, etc.
- Plan and oversee implementation of regular service projects, including a fall and spring service project, including coordinating with the Service Committee as needed.

- Plan and oversee implementation of summer camp opportunities for youth, including but not limited to Camp Tuttle.
- Plan and oversee implementation of other summer opportunities for youth, including but not limited to mission trips, Triennium, Montreat, outdoor recreation trips, etc.
- Provide support for youth participating in the Children's Choir, as agreed upon with Children's Choir Directors
- Plan and oversee implementation of youth fundraisers, including getting Session approval and coordinating fundraisers with other church fundraising efforts
- Coordinate with pastors to provide opportunities for incorporating youth in worship service when and where feasible.

### **Relational**

- Connect with youth, in order to win over their attention, hearts, and trust
- Foster relationships with youth in a variety of ways by facilitating support outside of youth events (i.e., texting, attendance at extracurricular activities, mentors, etc.)
- As needed, coordinate with staff and volunteers to provide pastoral care to youth
- Be a warm and welcoming presence for new families by being present on Sunday mornings before and after worship, following up with families after visiting church, and ensuring they receive an introduction to the program, as well as how to get involved.
- Be responsive to the needs and desires of Youth Ministry families by regularly soliciting feedback on the program and its priorities. Adjust program as needed.
- Develop and lead a network of volunteers to help successfully execute Youth Ministry programming

### **Administrative**

Working closely with the Youth Committee:

- Develop and manage annual calendar of events
- Ensure program records are comprehensive and up-to-date
- Plan and manage Youth Ministry budget for financial success, including coordinating with Financial Secretary and Budget and Finance committee
- Develop and implement effective systems for successfully communicating with families, including (1) sending regular email updates, (2) maintaining the Youth Ministry webpage and (3) sharing photos as appropriate
- Keep the congregation at large informed of Youth Ministry events and activities by coordinating publicity through media platforms including the weekly email News Blast, the Sunday Announcements, the website, the bulletin board in Fellowship Hall, articles in the Bridge Builder, etc.
- Keep office staff apprised of all Youth Ministry activities, so that the church calendar can be kept up-to-date and building usage can be planned accordingly
- Plan monthly Youth Ministry Committee meetings, as well as an annual planning meeting

- Ensure that background checks are conducted regularly for all Youth Ministry volunteer
- Collaborate with other staff on youth and other church programming, representing the needs of youth
- Coordinate with Children's Ministry Director on historically shared events such as Advent, Easter, Halloween, etc. as well as regular weekly planning

### **Qualifications**

- Team player who can work well in a collaborative environment
- A commitment to welcoming all people regardless of race, sexual orientation, faith or creed.
- An honest and holistic understanding of the culture and needs of the youth of Wasatch
- Knowledge of the Bible, ministry, and pastoral resources, especially as they relate to teaching and reaching youth
- Good communication skills and abilities, including website knowledge and social media savvy
- Desire and ability to be sensitive to keeping confidentiality
- Word processing skills
- Understanding of budgets and spreadsheets

### **Compensation/Benefits**

Job Type: Part-Time

Hours: 20 hours/week

Compensation: \$20/hour

Professional Expenses: \$500

Vacation: 10 Days

Holidays: Per revised employee handbook