

# **Youth Director Job Description**

## **SUMMARY**

The person filling this position shall be committed to Jesus Christ and have a call for ministry to Youth (6th - 12th Grade) and their families.

## **GENERAL INFORMATION**

1. The Youth Director is expected to be present during Sunday morning worship.
2. This is a part-time position with an anticipated average of 8 hours per week.
3. The director shall document hours & projects worked on weekly and submit to the Senior Minister.
4. No more than five Sundays per calendar year may be taken off, unless otherwise approved.
5. A written two-week notice is required to end this employment by either party.

## **QUALIFICATIONS**

This position will develop and direct a ministry to 6th - 12th Grade Youth, that will focus on their own personal faith in & relationship with Jesus Christ, finding their God-given worth & their ability to serve. This is to be facilitated by programs such as Sunday School, Youth Group, VBS & special events. The ministry of these programs are most successful when enhanced by meaningful relationships with the Youth of FCC & their families.

1. Candidates must have an active and evident personal relationship with Jesus Christ, and practice personal disciplines of prayer, Bible study, discipleship & stewardship.
2. A spiritual calling to minister to Youth
3. Love of people and relate well to them
4. Experience working with Youth
5. Work efficiently and effectively in teams
6. Good grasp of leadership and organization management
7. Ability to recruit and train others in ministry functions
8. Excellent oral and written communication skills, including computer literacy

## **EXPERIENCE**

Must have experience working with Youth aged students (Grades 6-12).

## **EDUCATION**

College-degree preferred, but not required.

## **RESPONSIBILITIES**

1. Serve as overall leader and be directly involved in implementation of Youth programming for 6th-12th Grades in conjunction with the FCC Christian Education Committee. These programs currently consist of: Sunday School, Crossroads, VBS, and Youth /Family quarterly events.
2. Be directly involved in the lives of Youth to develop relationships and foster discipleship.
3. Recruit leaders, teachers, helpers, and volunteers for Youth programs.
4. Organize & implement Youth Sunday as scheduled.
5. Organize & implement local Youth Service Projects.

## **RESPONSIBILITIES CONTINUED**

6. Keep written records of attendance of all Youth activities and follow up as necessary.
7. Keep written records of all income and expenses of Youth activities as applicable.
8. Encouraged to attend and participate in school activities and community events involving FCC Youth.
9. Promote and participate in appropriate Youth activities within the community and region.
10. Attend relevant continuing education events which are covered by the church
11. Coordinate & attend Annual Youth Retreat
12. Be available to meet with Youth and/or parents, with Senior Minister in the office or other locations as necessary.
13. Contribute to the church newsletter (The Messenger) promoting children and family events and activities. Articles to be submitted to Administrative Assistant by Monday morning the week of publication.
14. Attend regular staff meetings, all committee meetings involving ministry to youth, or young adults, Elders' meetings (when asked) and present a report at all bi-monthly Board meetings.
15. Willing to work with the Senior Minister and the Children's Director
16. Assist Senior Minister and Childrens Director with other pastoral functions as appropriate and needed.
17. Be actively involved in worship, church activities and functions.
18. Assure volunteers working with Youth have current background checks on file.
19. Train volunteers working with Youth, including safety & emergency protocols, and policies & procedures..
20. Work with the Senior Minister to schedule worship involvement.
21. Assure there is adequate supplies (including snacks) in Youth classrooms at all times
22. Meet quarterly with Youth and families for special events
23. Have bi-weekly touchbase meeting with the Senior Minister.
24. Perform any other functions or duties as requested or needed.

## **RELATIONSHIPS**

Will work in coordination with the Senior Minister, Youth Director, Staff Relations Committee, church staff, the Elders, the Board and directly with the Christian Education Committee, as well as all volunteer teachers, leaders, and helpers.

## **ACCOUNTABILITY**

This person filling this position must be accountable to God, the Senior Minister, the Staff Relations Committee, Christian Education Committee, Executive Board, and congregants of FCC.

For ministry direction & supervision of day to day operations, will report directly to Senior Minister. For annual employment review & performance evaluation, will directly report to Staff Relations Committee. For Ministry coordination & support, will work with Christian Education Committee.

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Youth Director

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Date

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Staff Relations Committee Chairman

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Date