

Job Description: Part-Time Youth Ministry Coordinator

Position Title: Part-Time Youth Ministry Coordinator (20 hours/week)

Reports To: Pastor/ Head of Staff

Position Overview: The Part-Time Youth Ministry Coordinator is responsible for planning, organizing, and overseeing all aspects of the youth ministry program, including Sunday School, Wednesday night programming, and monthly social events. The goal of this role is to foster the spiritual growth and development of the church's youth, ensuring a welcoming, engaging, and nurturing environment.

I. Key Responsibilities:

1. Sunday School Coordination:

- Plan, develop, and implement Sunday School curriculum for youth grades 6 through 12 in alignment with church teachings and values.
- Recruit, train, and support Sunday School teachers and volunteers.
- Ensure classrooms are well-prepared and materials are available each Sunday.
- Monitor attendance and maintain records of student progress and participation.

2. Wednesday Night Programming:

- Design and lead engaging Wednesday night activities that include biblical teachings, worship, fellowship, and service projects.
- Coordinate with volunteers and other church staff to ensure smooth execution of weekly programs.
- Create a welcoming and inclusive environment for all youth participants.

3. Monthly Social Events:

- Plan and organize monthly social events aimed at building community and fostering relationships among the youth.
- Coordinate logistics, including location, transportation, food, and activities.
- Promote events through various communication channels to ensure maximum participation.

4. Youth Outreach and Engagement:

- Develop strategies to engage new youth members and integrate them into the church community.
- Maintain regular communication with youth and their families to build relationships and provide pastoral care.
- Encourage youth participation in broader church activities and worship services.

5. Administrative Duties:

- Manage the youth ministry budget in consultation with church leadership.
- Maintain records of youth ministry activities, including attendance, events, and programs.
- Regularly report to the Pastor and Church Session on the progress and needs of the youth ministry in direct collaboration with the discipleship committee.
- Attend weekly staff meetings.

6. Professional Development:

- Stay informed about current trends and resources in youth ministry.
- Attend relevant training, workshops, and conferences to enhance skills and knowledge.

II. Qualifications:

- A strong personal faith in Jesus Christ and passion for youth ministry.
- Experience working with youth in a church or similar setting.
- Excellent organizational, leadership, and communication skills.
- Ability to relate to and engage with youth of all ages and backgrounds.
- Strong interpersonal skills and the ability to work collaboratively with church staff, volunteers, and families.
- Background in theology, religious studies, or a related field is preferred but not required.

III. Working Conditions:

- This is a part-time position, requiring approximately 20 hours per week, to be paid between \$2,000 and \$2,500 monthly, with no employee benefits.
- Availability on Sundays, Wednesday evenings, and occasional weekends for events.
- Flexible hours to accommodate planning, meetings, and communication needs.

IV. Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and experiences relevant to this position. Application can be sent to Leigh Jones, leigh@leisureleightravel.com.

Job description approved by Session – October 15, 2024.