

Director of Youth Programs
Diocese of Kentucky

In all matter relating to the position, the Director of Youth Programs reports directly to the Canon to the Ordinary; however, the Director is ultimately responsible to the bishop of the Diocese of Kentucky. The Director of Youth Programs collaborates with the Christian Formation Department to set goals for the spiritual formation of youth and is responsible for ensuring the implementation of the following components: Summer Camp, Youth Council, and other Diocesan related functions including but not limited to Youth Gatherings. All of these components are to be accomplished for the support of the ministry of the youth, parents, laity and clergy of the Diocese.

Position Components

Summer Camp. As director of the Summer Camp Program, the Director of Youth Programs is responsible for:

- Recruiting adult volunteers who will support the staff as needed for each camp session.
- Recruiting Diocesan clergy to serve as chaplains for each camp session.
- Recruiting a nurse for each session.
- Disseminating applications to, interviewing, hiring, supervising and evaluating Summer Camp staff. (Interviewing is done with the assistance of an interview committee.)
- Requesting background checks for all staff and volunteers over the age of 18 who will work with minors.
- Establishing a team made up of the chaplain and staff to assist in the design and implementation of each camp session, thus providing daily supplies, schedules, etc.
 - The design of each camp session should include a theological base & theme which should provide campers with some formation, assisting them in spiritual direction. The activities each day should be in accordance with this theological theme.
- Designing the camp brochure, ensuring it is printed, and disseminating it to previous campers and Diocesan parishes. The camp brochure should include information regarding the basic theme and content of each camp session.
- Answering parents questions prior to each camp session concerning camp topics and content.
- Processing camp registration forms, collecting fees, corresponding with parents to confirm registrations, handling scholarship requests, and assisting the Controller to reconcile all finances related to Summer Camp.

Youth Council. The Director of Youth Programs will oversee a committee composed of youth and adults who are geographic representatives of the Diocese of Kentucky called the Youth Council. The Youth Council is the governing body of the youth program for the Diocese. The Director of Youth Programs is responsible for:

- Recruiting youth and adults for membership to the Youth Council.
- Planning dates for meetings and mailing correspondence to all members regarding dates.
- Overseeing Youth Council meetings and ensuring that minutes are written up and disseminated to all Council members.
- Planning an annual leadership and teambuilding overnight weekend.
- Preparing the budget for upcoming camp and youth events programs based on activity from the previous year's budget.

Other Functions. In an effort to support the clergy, youth leaders, youth and parents of the Diocese of Kentucky, the Director of Youth Programs makes regular visits to parishes around the Diocese to present information about upcoming youth events as well as meeting with members of the different congregations. This action puts a face to

the Director's name. Parents and youth become more familiar and are more comfortable with being involved with the Diocesan programs. The Director of Youth programs:

- Coordinates youth representation at Diocesan Convention. (This includes reminding parish clergy about the importance of sending a youth representative to convention, corresponding with all representatives and facilitating a training workshop with the youth representatives of the first day of convention.)
- Coordinates the display at convention and provides a brief overview of past and planned activities at the Christian Formation convention session.
- Coordinates a youth interest article for each edition of the Diocesan Episcopal News.
- Works with the Christian Formation Department to plan and implement the Acolyte Festival.
- Plans, prepares and executes Youth Gatherings (usually Fall, Winter and Spring) with the assistance of the Youth Council and Christian Formation Department, including:
 - Recruiting adult volunteers.
 - Designing, printing and disseminating publicity information.
 - Designing and implementing the program.