First Presbyterian Church Richmond, VA Job Description

Position Title: Youth Ministry Coordinator
Reports To: Associate Pastor for Spiritual Development
Compensation: $20/hour

Job Summary

The Youth Ministry Coordinator is a coordinator for all Youth Ministry (6th grade through graduation). This person will lead FPC Youth in all activities, including summer mission opportunities and conferences. This person will also provide opportunities for FPC Youth to gather and build relationships. This is a 20 hours/week position.

Essential Functions

Activities
- Provide leadership and coordination for summer youth activities
- Coordinate monthly special events for youth
- Plan and lead youth group meetings (approximately 6 per semester)
- Plan and lead other faith formation opportunities for youth
- Assist with Confirmation meetings

Administration
- Lead communications to youth and their families via weekly newsletter and social media
- Coordinate birthday cards on a monthly basis
- Recruit and support volunteer Youth Advisors
- Attend weekly staff meeting
- Meet weekly with supervisor
- Create and manage registration forms for youth events, ensuring any additional forms/waivers are completed and payment is processed

Spiritual Leadership
- Regularly attend worship at FPC
- Be willing to meet with FPC Youth, listen to them, and provide space for deep questions to be considered

Core Competencies

Personal Competencies
- Creative and collaborative
- Influencing Others
- Interpersonal Skills

Organizational Competencies
- Timely and organized responses to colleagues and FPC members
- Organizational abilities that promote clear communication

Pastoral Competencies
- Affable and approachable spirit
- Spiritual Formation/Discipleship

Minimum Qualifications
- Bachelor's degree required
- Masters degree attained or in-process preferred
- Programming and/or teaching experience desired
- Demonstrated communication skills particularly using social media