



Children & Youth Program Director

Reports to: Pastor/Head of Staff

Schedule: .75 FTE/Three-quarter time

FLSA Status: Exempt

Davis Community Church (DCC) is looking for a three-quarter time Director of Children and Youth ministry with energy, kindness, and spiritual depth to build an inclusive youth program and work with Sunday school volunteers to oversee activities for preschool and elementary age children.

DCC is a dynamic, progressive congregation in the heart of downtown Davis. As we grow into a new phase of our existence, we are seeking a Children and Youth Program Director to provide leadership, vision, and oversight for programs serving children (early childhood through elementary) and youth (middle school through high school) and their families. This role develops and implements programs that nurture spiritual

growth, build community, and support families, in alignment with the mission and values of the church.

This position reports to DCC's Lead Pastor and works closely with several staff members, DCC lay leadership, and on-campus mission partners. This is an exempt, three-quarter time (.75 FTE) position with a 2-year contract with the possibility of renewal, subject to annual review. This position works in person/on site with some remote work possible as approved.

Key Responsibilities

Leadership and Vision

- Develop and implement a ministry vision and strategy for early childhood, elementary, middle school, and high school ages that integrates with the church's overall mission.
- Oversee and coordinate Sunday programs, regular youth meetings, special events, retreats, and outreach opportunities.
- Represent DCC and work cooperatively with ecumenical and community organizations, such as the Davis Progressive Youth Collective.

Program Development

- Oversee Sunday school, including lesson and activity plans and volunteer schedules, in close collaboration with Children and Youth ministry volunteers.
- Plan and lead regular youth meetings.
- Organize seasonal events (e.g., outings and service projects).
- Work with DCC communications staff to promote DCC's children and youth programs and engage with new families.
- Work with Davis Progressive Youth Collective to help plan and attend regular activities
- Coordinate confirmation classes for interested high school youth.

Volunteer Management

- Recruit volunteers for children's and youth programs.
- Provide ongoing training, oversight, encouragement and resources for volunteers.
- Ensure completion of and track/document required background checks, CPR and other safety training, and state and/or federally required training for volunteers working with youth and children in compliance with DCC's policies and procedures.

- Plan and lead regular meetings of volunteers for organization and team-building.

Relationship Building

- Build authentic relationships with children, youth, and families, encouraging their spiritual growth and involvement in the life of the church.
- Provide a friendly, open environment for youth, including fun activities that foster friendship and allow space for deeper discussions of faith and spirituality.
- Maintain regular outreach to children and youth and their families.
- Engage DCC ministries, the wider DCC congregation, and other faith organizations in nurturing children and youth.

Administration and Safety

- Meet regularly with the Children and Youth Ministry.
- Manage Children and Youth Ministry budget.
- Uphold safety and security policies and ensure their execution by all staff and volunteers, including use of walkies, check-in/check-out procedures for children, and emergency response drills.

- Keep accurate and up-to-date participation records. Maintain lists of children and youth involved in DCC programs.
- Coordinate with facilities staff, childcare providers, and volunteers to maintain the North and East Education Buildings to provide a safe and inviting environment for children and youth activities.

Qualifications:

- Bachelor's degree, with a minimum of 5 years of experience in youth leadership, including at least 3 years in youth ministry leadership.
- Agreement with DCC's theological perspectives and mission statement. Open and affirming. Enjoys spending time with children and teens, with an unconditionally positive regard for all, including LGBTQ+ young people.
- Highly organized and able to manage multiple projects involving a variety of internal and external collaborators.
- Strong oral and written communication skills for delivering messages to different audiences and using various communications vectors, including public speaking and presentation.
- Outstanding group facilitation skills and rapport with young people.

- Collaborative leadership style with effective team building and delegation skills.
- Ability to take initiative and to work both independently and as part of a ministry team. Reliable and responsible.

Work Schedule:

Nominally 30 hours per week

Includes Sundays as a regular workday, some evenings, and occasional weekend events.

Compensation and Benefits:

\$51,250 - \$58,600/year DOQ

Benefits include medical, dental, vision, 403(b) retirement fund with employer contribution, and paid time off: 11 holidays, vacation, and spiritual leave.

Applications

To apply, please send resume with cover letter to Lisa Schultz, Director of Operations, at lschultz@DCCpres.org.

DCC's mission statement:

We are a welcoming community, nurturing the wellbeing of people and place, and helping all to flourish—body, mind, and soul—as we embody the love of Christ. We embrace diversity, cultivate a wide array of spiritual practices, and steward our resources sustainably for the common good. Through deep partnerships based on companionship, cultural humility, and co-development, we extend our mission beyond our walls, working together to create a more just, compassionate, and connected world.