



JOB DESCRIPTION

Position Title: Associate Youth Director
Date: June 2025
Reports To: Director of Children, Youth, & Family Ministries

POSITION SUMMARY

In partnership with the Director of Children, Youth, and Family Ministries, the Associate Youth Director coordinates and leads a youth ministry program that is centered in Christian faith and God's love. The Associate Youth Director will provide a variety of opportunities for young people and their families to grow in their relationship with Jesus and each other through service, worship, events, and faith formation education.

RESPONSIBILITIES

Programming:

Oversee programming and activities for 6-12th grade youth, with periodic events to include 3rd-5th grade groups and college students.

- Lead the middle school and high school confirmation program on Wednesday evenings (September-May).
- Organize and attend monthly events for middle school and high school youth that incorporate aspects of relationship building, fun, service, worship, and learning.
- Promote cross-generational relationships and experiences through planned activities and Olivet's mentor program.
- Actively recruit, train, support and coordinate adult volunteers to assist in youth ministries.
- Plan and attend summer service trips, retreats, synod gatherings, and the ELCA national youth gathering.
- Coordinate with the Director of Children, Youth, and Family Ministries to connect youth volunteers to Vacation Bible School and children's ministry programming.
- Communicate with youth, parents, and the congregation through print, verbal, text, and online means.

Worship:

Encourage and create opportunities for youth to be involved in the life of the congregation by regular and consistent involvement in worship, service events, and fellowship events.

- Attend Sunday morning worship regularly.
- Plan and coordinate Youth Sunday.
- Create meaningful worship opportunities during retreats and camps.

Other Responsibilities:

- Provide resources for parents and caregivers to nurture faith practices in the home.
- Build trusting and open relationships with youth and parents by listening empathetically and non-judgmentally while maintaining confidentiality appropriate boundaries.
- Lead & coordinate fundraising activities to support youth programming and activities not covered in the youth budget.
- Maintain open communication with staff to keep them apprised of youth activities.
- Work with staff to maintain a current list and contact information for youth and families.

This job description is a summary of the job duties and responsibilities and is not intended to cover all possible job duties and is subject to change at the employer's discretion. Employees must be able to perform the essential job duties and satisfy job requirements either with or without a reasonable accommodation.



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- Create connections with community leaders who work with young people.
 - Attend weekly staff meetings and keep regular office hours.

REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- Solid understanding of Lutheran theology.
- History of successful relationships with youth, parents, church leaders, and pastoral staff.
- Strong organizational, prioritization skills; attention to detail. Ability to effectively plan and organize events, curriculum, and daily activities.
- Excellent listening, presentation, and written communication skills.
- Ability to work both independently and as part of a team. Takes personal initiative in learning.
- Maintains a pleasant disposition; positive and flexible.
- Capability to handle simultaneous projects and respond to frequent interruptions throughout the workday.
- Exemplifies sound discretion and confidentiality in decision making and interpersonal interactions.
- Proficient in using Microsoft Office Suite. Aptitude to learn other software applications.
- Ability to read, write, and speak in English.
- Must be able to successfully pass a background check and hold a current driver's license.

PREFERRED QUALIFICATIONS

- Member of a congregation of the Evangelical Lutheran Church in America.
- A minimum of two years of youth ministry experience.
- Music experience a plus.

SHARED EXPECTATIONS OF ALL OLIVET LUTHERAN STAFF

Employees of Olivet Lutheran Church are expected to demonstrate ethical work behavior and uphold Christian values. Employees must embrace their ability to use independent judgement to make decisions that align with Olivet's mission. In order to contribute to building a positive team environment, employees must be able to collaborate with others, take initiative, and respond to changing work demands and in a flexible manner. These expectations will be demonstrated through the employee's ability to engage with others, gain trust, and manage relationships while maintaining professional boundaries.

WORKING HOURS, WORK ENVIRONMENT & PHYSICAL DEMANDS

The Associate Youth Director is a full-time position with variable hours, including evenings and weekends.

This job operates in a professional office environment with occasional lifting of over 40 pounds required. Duties may require sitting and viewing computer monitor for extended periods of time. Corrected vision and hearing in normal range required for interacting with others.