



Youth Group Coordinator (CYVA Bucket 1) Position Description

St. John Lutheran Church Purpose: "Joyfully taking God's love into the world!"

Job Summary

The Youth Group Coordinator will oversee the Youth Group programming at St. John. The role of the Youth Group Coordinator will work alongside pastors, staff, and other leaders as part of a team. Must be comfortable working alongside members of all ministry teams. This person will report to the FFLL Facilitator and the Pastor.

Responsibilities

- Coordinate 1st and 3rd Wednesdays Youth Group programming.
- Curate a schedule of volunteers offering devotions, activities and snacks for YG events.
- Recruit and facilitate participation from youth in the congregation.
- Maintain list of youth/adults for communication purposes.
- Plan and carry out $\frac{1}{3}$ – $\frac{2}{3}$ of Youth Group devotions or activities.
- Coordinate a summer youth service trip (typically 3rd week of July).
- Coordinate SJLC Lock-In each May.
- Work with FFLL team to develop goals, objectives and a calendar for youth ministries consistent with the mission of the congregation.
- Report monthly to FFLL Team (at least 2x/year in person; other times via written report)
- Respond in a professional manner to communication requests which arise through personal interaction, email, and telephone contacts.
- Tend to the communication timing expectations set by FFLL and pastors.
- Additional duties as assigned and as time allows.
- Coordinate with Director of Office Operations to ensure all volunteers comply with background check practices.

Requirements / Qualifications:

In order to accomplish this, the Youth Group Coordinator needs:

- Minimum of 3 years experience working with youth and/or young adults - preferred.
- Ability to use multiple media platforms to communicate and organize ministry work.
- Ability to maintain confidentiality.
- Ability to work in a team setting and situations.
- Adhere to the St. John's Constitution, Bylaws, and Annual Ministry plan (Budget).