

Roscoe UMC Job Description

Job Title: Youth Director

Date Revised: 22nd February 2026

Reports To: Senior Pastor **Job Level:** Exempt

This is approximately a 16-20 hours per week position (50% Full Time Equivalent)

Weekly hours and onsite presence is flexible, but should be fairly consistent week to week.

Career Path: This is the end of the career path for this position.

Summary

Supports the mission of Roscoe United Methodist Church by creating a Christ-centered community where youth (Grades 6–12) feel known, loved, and equipped to follow Jesus.

The Director will implement a "Relationships Over Programs" philosophy, utilizing a "Together and Then Apart" model that combines Middle and Senior High for energy and worship, while separating them for age-appropriate small group discipleship. The goal is to cultivate genuine relationships between youth, caring adults, and Jesus, empowering students to serve the world through compassion and outreach.

Responsibilities

General Ministry and Leadership

- **Weekly Programming:** Plan and lead weekly Sunday youth gatherings following the RUMC model: Arrival/Hangout, Games, Student-led Worship, Large Group Teaching, and breakout Small Groups.
- **Curriculum:** Develop or select biblical teaching materials that are materials in keeping with the core principles and values of the United Methodist Church, story-driven, visual, and practical, ensuring students can connect scripture to everyday life.
- **Relationship Building:** Actively build relationships with youth ("Relational Ministry") by attending extra-curricular events (sports, concerts, clubs) and creating a culture of belonging where students are greeted by name.
- **Missions:** Plan and lead annual service opportunities, including local outreach (e.g., food pantries) and spring/fall retreats that challenge students to serve and grow their personal relationship with God. Work closely with Youth Admin regarding summer mission trips and youth volunteers for annual VBS program. Must attend summer youth mission trips.

Oversight

- **Volunteer Team:** Recruit, train, and empower a team of adult volunteers to serve as mentors and small group leaders, ensuring a consistent adult presence for students.
- **Student Leadership:** Develop a "Peer Leadership" culture by allowing youth to lead games, worship songs, and eventually devotions, giving them ownership of the ministry.
- **Safety Compliance:** Complete formal "Safe Sanctuary" training and strictly enforce the RUMC and Conference "Safe Sanctuary Policy," ensuring all volunteers are background-checked and trained in abuse prevention and reporting.

Administration and Communication

- **Parent Communication:** Maintain consistent communication with parents and youth group members, via email/text, social media, and other methods to enhance the youth members relationship with God.
- **Coordination:** Coordinate weekly with the RUMC Senior Pastor and Church Admin regarding facility usage, calendar dates, budget management and other duties as assigned and identified to support the learning and growth of youth
- **Budgeting:** Manage the youth ministry budget and coordinate fundraising opportunities to support missions and retreats.

Development

- Attend weekly RUMC Staff meetings, when available.
- Attend continuing education events, conferences, or online training suggested by the Senior Pastor or SPRC to stay current on youth culture and ministry trends
- All training will be paid time, but may require additional labor hours outside of standard work week.

Contacts

Senior Pastor, administrative staff and SPRC, Youth Volunteers, Parents and Students.

Required Skills, Experience, and Abilities

General Skills

- Vibrant, visible relationship with Jesus Christ and a commitment to the theology and values of the United Methodist Church
- Strong verbal and written communication skills
- Ability to balance office prep time with "face time" with students.
- Ability to work with RUMC Staff

Knowledge and Experience

- Previous experience working with youth in a church or ministry setting (is a plus)
- Bachelor’s degree in Ministry, Education, or a related field (is a plus) or equivalent leadership experience
- Working knowledge of MS Office (Outlook, Word, Excel) and presentation software (Powerpoint) (is a plus)

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The amount of on-the-job time spent on various physical activities is shown in the table below:

	Never	Rarely	Occasionally	Frequently
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		

Lifting requirements are shown in the table below:

	Never	Rarely	Occasionally	Frequently
UP to 25 pounds			X	
Up to 50 pounds		X		
Up or more than 100 pounds	X			

Vision requirements are shown below:

	No special vision requirements
X	Close vision (vision at 20 inches or less)
X	Distance vision (clear vision at 20 feet or more)

Acknowledgement

Roscoe United Methodist Church job descriptions are subject to continual review. The SPRC may engage the employee in the process of review and update of the job description.

Employee Signature

Date

Senior Pastor

Date

SPRC Chairperson

Date