

# North Creek Presbyterian Church Job Position Description

**Job Title:** Director of Youth Ministry

**Reports to:** Associate Pastor

**Accountable to:** Session

**Job Description:** Provide primary leadership, direction, and support for all aspects of youth discipleship (students in grades 6-12 and their families). Actively partner with church staff and the congregation in the development of a culture focused on youth as mission, both in our church and in our community.

**Faith and Calling:** Demonstrate a personal faith in Jesus Christ as Savior and Lord consistent with basic tenets of reformed faith, and a genuine sense of God's call to this mission, ministry and service

## **Qualifications:**

- Minimum of three years' experience in a youth program leadership role
- Bachelor degree or equivalent work experience in the field of Youth Ministry or Christian Education preferred
- Skilled at engaging with and relating to youth of all personality types with creativity
- Education or experience in accommodating youth with special needs desired
- Compassionate and knowledgeable of the culture and social issues youth face
- Administrative skills necessary for implementing programs, policies, and procedures including Microsoft Office and social media
- Self-motivated, able to prioritize and organize time and tasks efficiently
- Strong leadership ability for problem resolution, decision making, conflict management and maintaining confidentiality
- Ability to establish and maintain cooperative and effective working relationships

## **Responsibilities/Expectations:**

### Relational Leadership

- Disciple youth in the church and community by building relationships and guiding them in spiritual growth, and teaching from the Bible effectively
- Equip student leaders for ministry
- Recruit and train youth ministry volunteers, coordinate their efforts, equip them spiritually, and supervise their interaction with youth and parents
- Strategically contact and develop relationships with students in the community whose families do not attend North Creek Presbyterian Church, utilizing partnerships with local parachurch youth workers and NCPC student acquaintances
- Lead volunteers and the congregation as a whole to develop and nurture relationships with youth and their families, particularly across inter-generational lines
- Support special needs youth and their families to enable their full participation and integration into church life
- Communicate and partner effectively with church leadership, other ministries and staff to accomplish ministry goals

### Administrative Leadership

- In cooperation with appropriate NCPC leadership, evaluate, develop and implement the youth ministry program consisting of Sunday School and weekly gatherings, retreats, mission and outreach projects, and intentional discipleship training
- Develop a strategy to grow the outreach impact of the NCPC youth ministry, seeking to increase participation in program activities and introduce unchurched teens and their families to life with Jesus
- Work with the appropriate NCPC leadership to ensure that policies and procedures are current, relevant and enforced to maintain a secure and safe environment for youth activities
- Participate in regular meetings with supervisor, staff, and other appropriate NCPC teams
- Ensure appropriate and timely promotion of youth ministry programs and activities through church communication channels and social media
- Delegate and organize volunteer tasks and provide timely follow-up
- Oversee all aspects of youth ministry record-keeping (e.g., budget, attendance, registration, calendar of events, and volunteer records) and maintenance of facility, equipment, and supplies

### **Work Schedule:**

Full time, 40 hours/week

### **Compensation:**

Salaried, exempt