

Youth Coordinator

Job Purpose

The Youth Leader is to assist in the church in fulfilling its mission among youth and their families in our congregation and the community.

A. Responsibilities

- Coordinate programs for middle and high school youth. The youth group shall meet a minimum of twice a month.
- Consult with parents and youth when planning of activities as well as dates and times of activities
- Coordinate a calendar of youth group activities and events. Communicate the calendar with the Office Manager and pastor, as well as families of the youth.
- Plan for a mission oriented youth group program at least four times a year.
- Coordinate a mission trip, which will occur sometime in the summer.
- Recruit and train volunteer leaders who understand and follow the Faith UMC Child Protection Plan.
- Consult with the pastor regarding the financial needs of the youth group.
- Attend all staff meetings unless it conflicts with a primary job. Communicate with the pastor if unable to attend.
- Accept, by mutual consent, other appropriate tasks as delegated by the Pastor

B. Knowledge, Skills and Abilities Required for the position

- Education:
 - Prefer a Bachelor's degree in appropriate field, with additional study and/or experience in Youth Ministry
- Skills:
 - Ability to organize and manage complex tasks and projects
 - Ability to plan programs relevant to the age group
 - Knowledge of technology such as Microsoft Office and Google apps
- Other:
 - Commitment to Christian lifestyle and ministry
 - Locate and participate in training to develop and upgrade skills to meet the changing requirements of this position

- Relate to the congregation and the general public in a way that serves to enhance the ministry and mission of the church
- Maintain confidence of sensitive information regarding church members