



<b>Job title</b>	<i>Youth Director</i>
<b>Reports to</b>	<i>Head of Staff</i>

### **Job purpose**

The Youth Director serves as a part-time position (averaging 30 hours per week) with the goal of becoming a full time position. The Director is primarily responsible for the youth ministry programs for Junior and Senior High age students. The Director will work closely with the Director of Children’s Ministry with the leadership of Junior High age students and with the Director of College Ministries.

### **Accountability**

The Youth Director is accountable to the Head of Staff through the Staff Development Committee and works closely with the Head of Staff. The Director will attend the Spiritual Growth Committee meetings and report to that committee regularly.

### **Duties and responsibilities**

- Supervise youth ministry programs including worship, education, spiritual-development, service, fellowship, outreach, and support of families of youth.
- Responsible for coordinating and overseeing weekly youth programs including Sunday School hour, and at least one weeknight gathering.
- Oversees the planning and execution of special youth events such as local church retreats, lock-ins, seminars, out-of-town excursions and youth mission trips.
- Coordinates and promotes student involvement in worship services, the life of the church and missions.
- Recruits, trains, and guides volunteers to work as partners, mentors, and teachers in youth ministries.
- Lead and teach the Confirmation Class for students.
- Attend weekly staff meetings, worship and be regularly involved in the life of the church.
- Work with the Director of Communications and other staff to coordinate the scheduling of youth events and to utilize media communications to share youth activities with the congregation.
- Regularly meet with the Parent Council for support and planning of youth activities.

### **Qualifications**

As ministry staff it is important that the Youth Director have a relationship with Jesus Christ, affirm the ECO Essential Tenets ([eco-pres.org/essential-tenets/](http://eco-pres.org/essential-tenets/)), and be an integral part of this community of faith. They should be highly relational able to connect with students, work well with the Children’s Director and College Director, and be highly skilled in recruiting volunteers. The

Director should have at least 3 years of experience in youth ministry with responsibilities for organizing and planning.

### **Working conditions**

Working at a church requires hours that do not always necessarily fit in a regular 9-5 schedule. This position may need to be present for holidays such as Christmas Eve, Sundays, or other irregular times. The employee should average 30 hours per week and be able to produce records if requested but should not average more than 30 hours per week and work closely with the Head of Staff regarding their work schedule.

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<b>Approved by:</b>	<i>Staff Development Committee</i>
<b>Date approved:</b>	<i>01/09/2018</i>
<b>Last Reviewed:</b>	