

Trinity United Methodist Church

Position: Youth Ministries Director

Reports to: Lead Pastor

Effective: January 13, 2020

Directly Supervises: n/a

Status: Part-time

FLSA: Exempt

Job Summary:

The Director of Youth Ministries will be responsible for organizing, leading and directing relational ministry for youth (6th-12th grade).

Essential Functions:

1. Create meaningful, healthy relationships with students, parents and other church members. This will include meetings with students and families already participating in the youth program, but also needs to include visitors and other potential youth group members.
2. Responsible for coordinating with volunteers performing all aspects of the youth program. Assures that the youth ministry is balanced and includes worship, mission, service, discipleship, Christian education, fellowship and outreach.
3. Identifies, plans events, meetings, and a variety of activities to meet the needs of the Church's youth.
4. Responsible for creating an environment in which youth learn, develop leadership and service skills and talents, and put Christian principles into practice.
5. Develops strategies and initiatives to promote open communications among youth, their parents, the pastor(s), the church staff, and the congregations.
6. Ensures regular meetings of the youth group. Publicizes meetings and invites all eligible youth. Ensures age appropriate programs that are topical and interesting. Maintains separate Senior and Middle School programs.
7. Involves youth in planning meetings and events. Plans specific activities to involve youth in a variety of church and service projects and activities which may include complex fundraising events and overnight trips.
8. Trains and supervises volunteer team. Recruits volunteer leaders to work and build relationships with students.
9. Responsible for ensuring safety of youth and volunteers during meetings, events and activities. Monitors and ensures youth are under appropriate adult supervision at all times. Ensures church's Child Protection Policy (CPP) is followed at all times and that only properly trained and cleared volunteers assist in the program. Recommends to the church leadership necessary changes to policies and procedures.
10. Keeps youth connected to United Methodist Church beliefs and to activities at the district and conference levels.
11. Organizes and supervises the Youth Team in fundraising activities.

Minimum Qualifications:

1. Christian faith and support of basic Methodist doctrine.
2. Experience working with youth in a church setting.

Physical Requirements:

1. Able to freely move about the church facility and grounds.
2. Able to speak in a variety of settings.
3. Able to lift 50 lbs.

Core Competencies:

- *Administration.* Demonstrates basic record-keeping skills. Keeps accurate records. Maintains financial practices and policies.
- *Leadership.* Directs youth and volunteers in a way that makes them want to do their best. Motivates individuals and groups. Empowers and develops others. Shares ownership. Makes all feel valued.
- *Self-development.* Strives to be a life-long learner. Keeps abreast of current age appropriate ministry methods to consider for implementation.
- *Planning.* Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Managing conflict.* Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Trust and integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.
- *Compassion.* Genuinely cares about people; is concerned about their work and nonwork problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

Salary and Work Hours:

1. Director will be paid *salary negotiable based on experience* to work a minimum number of 25 hours per week.
2. Work schedule is flexible to include Sunday mornings, Sunday evenings, other nights of the week as determined, weekends, and some overnight and multi-day trips.