



JOB TITLE: Interim Assistant Youth Director
MINISTRY: YOUTH
SUPERVISOR: Associate Pastor to Youth & Their Families
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: Generally, Five Days A Week (Including Sundays); At least 40 Hours a Week including some evenings

POSITION SUMMARY: The FPC Youth Director provides day-to-day leadership and support for the FPC Youth Ministry, working with young adults, youth, parents, staff and volunteers serving in the Youth Ministry to accomplish the Youth Ministry's mission as well as implementing a thriving, healthy, youth ministry program that expands the participation of FPC youth in the life of the church.

DUTIES/RESPONSIBILITIES

PROGRAM LEADERSHIP

- Offers a staff presence in Sunday school classrooms and teaches Sunday school when necessary.
- Leads at least two small group Bible studies with at least one additional adult volunteer.
- Ensures that worship leadership is present on trips, retreats and Sunday mornings.
- Focuses on one of these grade level groupings: 7th-8th, 9th-10th, or 11th-12th grades
- Administers some, but not all the following responsibilities based on the Director's individual giftedness:
 - Small Group Bible Study Ministry Coordination
 - Youth Mission Programming and Retreat Coordination
 - Student Leadership (includes summer intern program as well as youth service opportunities)
 - Sunday School and Youth in Worship Coordination including Parent/Youth Classes
 - Social Media
 - Youth Church League Basketball Program

RELATIONSHIPS & PASTORAL CARE

- Takes initiative to build relationships with students, creating opportunities for contact with at least five students "on their turf" each week.
- Knows 90 percent of the youth in the youth directory and 60 percent of their parents by name.
- Makes contact with at least three students each week outside the context of FPC programming, at least one of which is a face-to-face meeting.

YOUTH MINISTRY TEAM

- Serves as a part of the Youth Ministry staff team by participating in all-youth ministry events, as well as select trips and retreats.
- Ordinarily, leads at least two summer mission trips each year, and participates in all retreats during the school year.
- Sits in worship with youth each Sunday at the 8:30 or 11:00 a.m. worship services.
- Is well-prepared to serve as a part of the Youth Ministry team by (1) committing the Youth Ministry mission statement, values, motto and the 12 topical memory texts to memory, and (2) reading at least one youth ministry book each year.
- Collaborates with the youth staff in developing creative programming and new initiatives to accomplish the Youth Ministry mission more faithfully.
- Attends weekly youth staff meetings and monthly youth staff days.
- Attends annual youth staff visioning retreat.
- Serves as a part of the Youth Ministry team by participating in and implementing major Youth Ministry events with enthusiasm (e.g., Fall Kick Off, Ski trips, Mission trips, Crud Day, etc.).

SUPERVISORY RESPONSIBILITIES

- Provides supervisory, direction and support to all Sunday morning and small group Bible studies volunteer staff.

KNOWLEDGE/SKILLS

- Knowledge of the theological bent of the PCUSA, the basics of the Bible and Christian Doctrine.
- Knowledge of human relations, especially for the 14 to 40 year age bracket.
- Microsoft Word and the basics of the internet and email (required).
- Microsoft PowerPoint and Excel (preferred).
- Time management processes that best maximize his or her productivity.
- Ability to relate well with youth and their parents, college-aged and young adults.
- Able to communicate the good news of the Christian faith with warmth, humor and effectiveness.
- Able to enthusiastically affirm the Youth Ministry's vision, values, goals and covenant
- Perform multiple tasks simultaneously with many interruptions.
- Teach a Sunday school class and lead a small group in Bible study.
- Execute major events trips involving multiple details and volunteers.
- Maintain healthy relationships with coworkers, young adults, youth, parents, and volunteers.
- Recruit and train a team of volunteers to complete assigned tasks.
- Maintain an accurate database of young adults, youth, volunteers, and parents.
- Prepare productive agendas for volunteer team meetings.
- Continue to grow in his or her own faith in spite of the chaotic demands of the ministry.
- Accomplish tasks independently and proactively without the direct oversight of a supervisor.
- Carve out time for personal Bible study and Sabbath taking.

POSITION QUALIFICATIONS

- Education: Bachelor's Degree
- Experience: At least 2 years' experience working in youth ministry of some kind.

EVALUATION: Performance reviews will be conducted annually by the Associate Pastor to Youth and their Families.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly required stand and to move about; to sit for extended periods of time; to use hands to operate office equipment; to lift up to 25 pounds at a time, to talk and to hear when interfacing with staff, members of the congregation and others in person or on the phone. Vision within normal ranges is required to read documents, file paperwork and to use the computer.

The typical youth staff member will endure a number of nights each year with minimal sleep, particularly on retreats and trips with students. In addition, there will be seasons when the physical demands of the youth ministry can be exhausting, particularly when preparing for a major event or multiple major events. Assisting event volunteers with clean up and staff clean up days (which takes place multiple times through the year) can require some heavy lifting as the staff person's ability allows. It is the church's expectation work will be limited to an average of 3 nights a week.

The work environment for this position is representative of those a church youth ministry employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work both indoors in an open area office setting as well as away from the office including in some rustic locations while on mission trips. The noise level in the work environment is often noisy with frequent interruptions and loud conversations, which affect one's ability to focus on computer work, hear phone conversations and concentrate on work at the desk.