



JOB TITLE: Assistant Youth Director
MINISTRY: YOUTH
SUPERVISOR: Director of Youth Programming
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: Typically 5 Days a Week, including Sundays and some evenings

POSITION SUMMARY: Under the direction of the Director of Youth Programming, the Assistant Youth Director provides day-to-day leadership and support for the FPC Youth Ministry, working with young adults, youth, parents, staff, and volunteers to further the church's mission by heralding the gospel of grace to all within its care, discipling students to know and love the Lord and his church, and sending students out with a robust understanding of their call to join God's mission in the world.

DUTIES/RESPONSIBILITIES

PROGRAM LEADERSHIP

- Collaborates with Director of Youth Programming to facilitate, plan, and execute regular programming, curriculum, and discipleship opportunities for youth at FPC.
- Offers a staff presence in Sunday school classrooms and teaches Sunday school when necessary.
- Focuses on either 7th-9th or 10th-12th grades in their ministry efforts.
- Administers some, but not all the following responsibilities based on the Assistant Youth 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 Seasonal Parent/Youth Classes
 - Social Media
 - Youth Church League Basketball Program

RELATIONAL CARE

- Takes initiative to build relationships with students, creating opportunities for contact with at least five students "on their turf" each week.
- Knows 75 percent of the youth in the youth directory and 50 percent of their parents by name.
- Contacts at least two students each week outside the context of FPC programming, at least one of which is a face-to-face meeting.

MINISTRY SUPPORT

- Serves as a part of the Youth Ministry staff team by participating in youth ministry events, as well as select trips and retreats.
- Ordinarily, leads at least two summer mission trips each year, and participates in retreats during the school year.
- Regularly seeks to sit with youth each Sunday at the 8:30 or 11:00 a.m. service in worship.
- 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

- In partnership with the Director of Youth Programming, provides support for the Summer Youth Interns, ensuring the recruitment, training, spiritual growth, and integration of at least two Summer Youth Interns for two and a half months every summer.
- Provides supervisory direction and support to all Sunday morning and volunteer staff.

KNOWLEDGE/SKILLS

- An active, growing relationship with Jesus Christ, functional knowledge of scripture, familiarity with the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about a comfortable advancement of the Gospel in relationship with colleagues and others, required.
- Has a deep, abiding, faith, and love for the Lord, his word, and his church.
- Prioritize personal Bible study and Sabbath taking.
- Knowledge of human relations, especially for the 14-to-40-year-old 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, train, and delegate tasks to a team of volunteers.
- Maintain an accurate database of young adults, youth, volunteers, and parents.
- Prepare productive agendas for volunteer team meetings.
- Accomplish tasks independently and proactively without the direct oversight of a supervisor.

POSITION QUALIFICATIONS

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

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.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____