

## **JOB DESCRIPTION: Director of Elementary and Middle School Youth Ministry (30 Hours/Week)**

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### **JOB DESCRIPTION**

First Church, 1234 Main Street, Anywhere, USA

**POSITION:** Director of Elementary and Middle School Youth Ministry

**Supervision:** Senior Pastor

**Position Purpose:** To direct and lead the youth programming for youth grades 2 through 5 (Noah's Crew) and grades 6 through 8 (Glory Gang). The position shall seek to foster Christian relationships, commitment to the church and growth in faith in Jesus Christ.

**Responsibilities:** Subject to review and adjustment in conjunction with the Senior Pastor and the Congregation Council, the following constitute the major responsibilities of the Director of Elementary and Middle School Youth Ministry.

#### **The Dir. of Elementary and Middle School Youth Ministry shall:**

1. Plan and implement activities for youth grades 2 through 5 to include:
  - a. A weekly activity
  - b. An age appropriate service opportunity twice a year.
2. Plan & implement activities of middle school age youth to include:
  - a. Minimum of two regular activities each month, which contain elements of fellowship, fun and faith development.
  - b. Minimum of one special activity per quarter, e.g. Talent Show, lock-ins, Pancake Breakfast, etc.
  - c. Fund-raisers, as needed to support special middle school youth activities and trips.
  - d. Minimum of three service projects per year.
3. Oversee the recruitment and training of adult volunteers for Noah's Crew and Glory Gang in conjunction with the Youth Committee.

#### **GENERAL RESPONSIBILITIES**

1. Attend weekly staff meetings, Youth Committee meetings, and other meetings as required by the supervising pastor.
2. Meet with the supervising pastor as needed at a time mutually agreed upon.

3. Coordinate youth activities with other ministries of the congregation in conjunction with the supervising pastor.
4. Publicize youth activities through the worship bulletin, First Word, posters, bulletin boards, etc. Communicate as needed with parents/guardians through special mailings or fliers sent home with youth.
5. Maintain administrative records as directed by the Youth Committee and supervising pastor.
  - a. Individual fund-raising accounts
  - b. Consent forms
  - c. Financial records; collect and submit expense vouchers to the church office
  - d. Maintain files on activity and curriculum expenses
  - e. Files on retreats, trips, fund-raisers, and program activities for use in future planning (to include attendance, cost and adult volunteers)
6. Communicate regularly with the secretary who keeps the church calendar concerning dates and times for all elementary and middle school youth activities.
7. Actively encourage young people to participate in the youth activities, worship and educational activities of the congregation.
8. Refer prospective families for membership and unusual circumstances where follow-up is desirable to the supervising pastor.
9. Assist the pastors with confirmation instruction and retreat as requested.
10. Support and encourage youth participation at Bible Camp and in citywide, and churchwide youth activities.
11. Maintain visibility at school functions and other appropriate places where youth gather.

### **WORKING CONDITIONS**

The position of Director of Elementary and Middle School Youth Ministry requires great flexibility in hours available for work, including evenings and weekends. While the position is considered a part-time, salaried position, the number of hours required are those needed to fulfill the responsibilities of the position. Therefore, the Director of Elementary and Middle School Youth Ministry shall:

1. Be in the office a sufficient amount of time for accessibility to the youth of the congregation and their parents.
2. Keep church office informed as to how/where the Youth Director can be contacted.
3. Maintain visibility with elementary and middle school youth on Sunday morning.
4. Notify the supervising pastor prior to all absences and provide a

suitable substitute in the case of anticipated absence.

5. Check in with the church office regularly for messages, mail, etc.

An office, desk, phone, duplicating services and secretarial support is provided by the congregation for work related to the position.

Continuing education is available upon the approval of the supervising pastor.

### **QUALIFICATIONS**

1. Commitment to Jesus Christ with clear understanding of the Christian faith.
2. A degree in the field of education is desirable and/or significant experience working with youth.
3. Outgoing personality and ability to work well with youth and adults.
4. High organizational skills.
5. Understanding of and commitment to Christian education.
6. Agree to background check.