



Director of Youth Ministries
Position Job Description

Position Title: Director of Youth Ministries
 Reports To: Senior Pastor (Primary)
 Elder of Youth Ministries
 (Secondary)
 Effective Date: 01-September-2022
 Last Updated: 01-July-2022
 Revision #: 2022

Purpose

The Director of Youth Ministries is responsible for the equipping of the youth advisors and volunteers and student leaders for the Christian ministry to the Middle school and Senior High School age groups and to develop, administer and coordinate programs that are relevant for those age groups. These programs should foster a greater connection with Jesus Christ, who He is, and knowledge and personal application of God’s word in a safe and loving environment. This position includes being “on-call” for crisis situations as they pertain to the targeted youth ministry group. The position may require some unusual hours during evenings and/or weekends.

<p><u>FLSA Status:</u> Exempt, Salaried, 20 hrs. per/week</p>	<p><u>Salary Range:</u> \$18-\$21 per/hr.</p>
<p>Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>	<p>Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>

Direct Reports

- Youth Intern
- Youth Advisors
- Adult Volunteers
- Student Leaders

Essential Functions and Responsibilities

1. Recruit, train, equip and work alongside youth advisors and adult volunteers and student leaders with skills required to carry out an effective youth (Middle School and High School) ministry. Assist Youth Advisors and Adult Volunteers in discovering their individual spiritual gifts for designing, developing and implementing comprehensive evangelistic, discipling and mission-centered programs.
2. Work closely with Church staff, Session and the Youth ministry team in coordinating youth and college career ministry of the whole congregation.

3. Encourage and work with parents, Senior Pastor and Church leadership in developing youth advisory team.
4. Regularly participate in planning fellowship and program events for youth age groups both at church and within the community.
5. Develop, plan and designate responsibility for Sunday morning [worship] and mid-week youth programs
6. Encourage, consult with, and advise and pray with the Youth advisors and adult volunteers and student leaders.
7. Facilitate open communication between youth ministries and other ministries of the church.
8. Attend conferences and continuing education classes relating to youth ministries.
9. Engage youth in the life of the broader Church and establish a presence at local Middle and High schools.
10. Develop and set appropriate goals and strategic objective for the youth department in conjunction with the Senior Pastor and Elder of Youth Ministries.
11. Prepare and submit an Annual Plan for the Youth Ministry program at Sierra Presbyterian Church. Submit a quarterly progress report to the Senior Pastor.
12. Develop and maintain various calendars and directories as related to youth ministries.
13. Take part in the form of prayer and scripture reading for spiritual growth as well as other Church activities; (e.g.; Small Group Participation, Seminars, etc....)
14. Connect with a specific ministry in the Church unrelated to the specific position such as Children, Youth, Worship/Music, Missions, Finance, etc....
15. Perform other duties and tasks as requested and assigned by the Senior Pastor.

Qualifications – Education & Experience

1. Previous experience in youth ministry for a minimum of two (2) years.
2. Bachelor of Arts degree in a related field; i.e., Psychology, Biblical studies, Christian Education,
3. Excellent verbal and written communication skills.
4. Excellent leadership, organizational, and analytical skills.
5. Ability to pass background check for Nevada County child worker requirements (Requires fingerprinting by Nevada County).
6. Ability to communicate in a clear, concise and understandable manner, listen attentively to others and understand material and provide instructions to associates.
7. Ability to operate computer systems necessary to perform the requirements of the position
8. Strong interpersonal, communication, organizational and follow-through skills.

Working Environment

The majority of the time spent for this position will be on the Church campus. There may be times when "off-campus" activities such as field trips, camping trips, mission work may be required. Position does require working closely with the Elder of Youth Ministries and may require addressing questions from the personnel committee in terms of goals, objectives and overall job performance.

Approved by:	Date:
Reviewed by:	Date:

Applications can be submitted online at <https://www.sierrapres.com/job-opportunities> or in person at 175 Ridge Road Nevada City, Ca 95959. If you prefer to submit a cover letter & resume via email, please send to spcsearch@sierrapres.com.

Contact Info: Sierra Presbyterian Church, 175 Ridge Rd. Nevada City, Ca 95959
Phone: 530-265-3291 Website: www.sierrapres.com