

### **Part-time Youth Director (YD) - Position Description**

**Purpose:** To administer the ministries of education and nurture of youth and to assist the Children's ministry team as needed.

**Supervision:** The YD will work under the supervision of the Pastor.

**Relationships:** The YD will work with the Youth Team and families to coordinate their activities of the Youth Team, and relay the activities to the Session. As a member of the Church staff, the YD will work closely and cooperatively with other Church staff members. It will be necessary for the YD to maintain strong communication with all of the above and to communicate effectively with all church volunteers and congregants.

#### **Responsibilities**

1. In consultation with the Pastor and the session representative for the youth team, provide general oversight and direction for all programs for the youth.
2. Provide oversight and coordination for all youth related programs including Bible studies, fellowship, recreation, retreats and mission trips (including registration and fundraising/collection for trips and events).
3. Convene regular youth ministry team meetings.
4. Meet together with youth leaders, and youth Sunday School teachers to discuss curriculum, to plan events and trips, and to address any concerns.
5. Work with other areas and EPC churches to plan joint activities and ministries.
6. Assist Children's Ministry Director in planning and leading VBS.
7. Serve as a liaison between the youth team members and the Pastor/Session.
8. Teaching Sunday School whenever needed.
9. Assist the Children's team occasionally to help with events to foster a good relationship with the team, the children and their families

#### **Administrative**

1. Supply Youth Room with necessary equipment and resources;
2. Publicize programs through sources such as newsletters, bulletins, mailings and electronic notifications. Provide monthly newsletter articles for youth activities to the Church office.
3. Analyze revenue and program cost data to determine budget priorities along with the pastor. Help determine what programs to promote with budget.
4. Schedule regular office hours in consultation with the Pastor.

#### **Qualifications**

- A person of strong personal Christian faith.
- Possessing knowledge of the theology and history of the EPC.
- Capable of studying the Bible critically in preparation for teaching responsibilities.
- A curious heart and willing spirit cultivated through personal devotion & worship.
- A positive and enthusiastic personality, capable of leading and motivating others.
- Able to talk with others to convey information effectively.
- Technology skills – E-mail, Microsoft Office, social media, PowerPoint, excel, web page creation/maintenance.

**Other duties:** As assigned by the Pastor.

**Time Requirements:** Part-time position. At least, but not limited to 20 hours per week.

**Compensation:** \$20 to \$21 per hour depending on experience.