

Job Title: Youth Ministries Administrator

Position: part-time

Hours: 20-25 hours per week

Salary: \$23,400 per year (\$20 per hour at 22.5 hours per week)

Job Description: Direct all youth ministry groups and activities (middle school through post-high), to support their faith-building and relationship-building with Jesus Christ as our Savior.

1. High School (9th – 12th):

Youth Group: Organize, direct, and manage the following in accordance with our Youth Group Vision:

- Yearly planning meeting with Pastor, elder, and assistant leaders
- Monthly (minimum) meetings with the assistant leaders
- Weekly or biweekly activities with the students (fellowship, discipleship, service)
- Yearly serve or convention opportunities for the students
- Yearly (minimum) one-on-one meeting with each student regarding their faith journey

Catechism:

- Yearly meeting with Education committee to help align curriculum, in relation to Youth Group activities

2. Post-high (college age):

We currently do not have an organized group or defined activities for the post-high adults. This is an area that we would like to develop...

3. Middle School (6th – 8th):

We currently do not have an organized group or defined activities for the middle school students. This is an area that we would like to develop...

Other requirements:

Be involved in the youth's activities outside of church (school events, extracurricular)

Be a mentor and counselor for the youth if/when a personal or family crisis arises (death, sickness, divorce)

Be aware (continual learning) of pressures in our youth's world and how to address them (social media, cultural pressures)

Maintain a disciplinary plan and apply it when/if needed (in coordination with the elders)

Communicate with parents regarding the planned activities

Monthly report to the elders regarding the work completed

Find assistant leaders to help with all activities (in coordination with the elders)

Be a mentor for the assistant leaders

Be an active and engaged member of the church

Agree to the confessional doctrines of the church

Skills needed:

Organization

Communication

Flexibility and adaptability

Passion for youth