



Job Description: Youth Ministry Coordinator (Part-Time)

Effective Date: Fall 2025

Purpose: To provide leadership and support for University Presbyterian Church in its ministry to youth (grades 6-12) and their families.

Schedule: 20 hours per week on average, including: Sunday morning, Sunday youth programming, and flexible midweek office hours. Occasional weekend retreats or trips included.

Essential Duties and Responsibilities:

1. Create opportunities for UPC's youth to develop meaningful relationships with each other, with the congregation, and with God. Build relationships of support and care with UPC's youth for the purpose of their spiritual growth.
2. Organize regular Sunday afternoon (post-worship) youth group activities for UPC's youth in coordination with UPC's other ministries and programs.
3. Foster a churchwide culture of volunteer support for youth ministry. Recruit, train, and equip volunteers; new volunteers; communicate expectations; attend to the spiritual life of youth volunteers.
4. Equip UPC's youth as active participants in the planning of their own activities and programs; re-start and liaise with a youth council to act as sounding board, planning team, and accountability structure.
5. Organize, lead, and attend trips and weekend events for youth, including Presbytery-level retreats.
6. Assume primary responsibility for communicating events and needs related to youth ministry with youth, parents, and, as necessary, the entire congregation.
7. Assume responsibility for church spaces and supplies related to youth ministry.
8. Assist with other Christian Formation programs at UPC on an as-needed basis.
9. Understand and implement UPC's safe boundaries policies in every arena of ministry.

Accountability and Review: The Youth Ministry Coordinator is accountable to the Associate Pastor. A yearly review of job performance will be provided by the Associate Pastor with input from the Senior Pastor and the Christian Formation Committee.

Required Qualifications:

1. Bachelor's Degree in education, theology/religion, or related fields preferred
2. Substantial (2+ years) experience working with youth in a church environment
3. Ability to express and reinforce theology consistent with UPC and its commitments
4. Ability to effectively communicate with youth, volunteers, and church staff
5. Ability to effectively recruit, supervise, and encourage volunteers
6. Ability to work independently, collaboratively, and in an organized manner

Interested candidates should send a letter of interest and CV to upc@upcaustin.org