

Report to: Pastor
Start Date: June 1
Status: Part-Time 15 hours per week
FLSA: Exempt

Job Summary:

The Director of Youth Ministry is an integral figure in UPC's effort to promote, nurture and enhance our young people's formation in Christ. As this formation is essentially relational in nature and community-centered in expression, the Director of Youth Ministry will, through active engagement and fellowship, seek to fully integrate youth and their families into the congregation's mission to embody the life of faith in today's world.

Core Competencies:

1. **Strong Spiritual Foundation:** Shares in the mission and values of University Presbyterian Church as stated in its Welcome and Mission Statements
2. **Non-Judgmental:** Is accepting of all people regardless of ethnicity, creed, age, cultural background or sexual orientation/gender identification
3. **Interpersonal and Cross-Cultural Skills and Compassion:** Genuinely cares for people of all ages, ethnicities, spiritual expressions and is committed to encounter, engage and embrace "difference" in ministry.
4. **Intentionality:** Sincerely and authentically expresses relationship with God in words and deed in the midst of a broken world
5. **Creative:** Ability to reexamine traditional strategies and practices, and proactively look for new ideas and ways to express discipleship
6. **Trustworthiness:** Exhibits the ability to maintain confidentiality and to share sensitive information only on an as-needed basis
7. **Team Player with Self-Starter Abilities:** Able to think independently and work well on her/his own within the boundaries of a collaborative, team-oriented milieu.
8. **Management Skills and Organizational Skills:** Is organized and motivated; capable of long-range planning and the implementation and execution of ideas and plans in a timely manner.
9. **Flexibility:** Recognizes that for an effective ministry, there will be situations that call for totally different actions and responses than planned; changes course if necessary; does things that are different because they are needed.

Responsibilities:

1. With the Pastor and relevant UPC committees, help to create, organize and support the cultivation and formation of a reformed/reforming spirituality empowering youth and their families to embody the life and ministry of Jesus of Nazareth. Tasks will include:
 - I. Planning and implementation of developmentally appropriate Sunday school and/or youth evening curriculum and activities to engage youth grades 6-12.
 - II. Support and enable volunteers to participate and engage in youth ministry.
2. In partnership with the Pastor and relevant UPC committees, strive to include youth in all facets of ministry on a regular, meaningful and consistent basis.
3. In partnership with the Pastor, and relevant UPC committees, strive to create an inclusive, compassionate, creative, and multi-layered space for the cultivation of Christian Discipleship.
4. Make youth and families aware of opportunities beyond the congregation, such as mission trips, community service opportunities and weekend retreats, and coordinate registration and travel to such events.
5. Arrange for appropriate leadership for scheduled programs when absent.

Qualifications and Skills: The Director of Youth Ministry must meet the following requirements:

- Bachelor's degree or equivalent experience
- Candidate must resonate with the core values of the Presbyterian Church (USA)
- Professional or lay experience in Christian education, specifically with youth ministry
- Demonstrated knowledge of teaching methods, learning styles and developmental needs of youth
- Computer skills, including word processing, collaborating software, database, and calendaring. Ability to learn new software systems
- Willingness to expand personal knowledge and capabilities, being flexible and creative

Salary and Schedule Expectations:

- Pay: Salary will be \$16-20/hour depending on qualifications and experience

- Work Schedule: **Sunday mornings:** 4 hours (help to greet, prepare and assist with worship); **Sunday evenings:** 3 hours (lead youth group and confirmation class); **Tuesdays:** 4 hours (staff meetings and planning for the week, helping plan worship as needed); **Flex Days:** 4 hours (fellowship opportunities, build relationships with youth and families by attending school performances, sports games, etc.); **Summer** - comp days will be provided during the summer (organize and help plan mission trips, camps and community service opportunities)

To apply for this position, please forward your resume to the UPC Personnel Committee, attention Melissa Almsted at:

almstedmelissa@gmail.com