

## **YOUTH DIRECTOR Position Description**

Purpose: To build relationships and to carry out the Youth Program of First Presbyterian Church for the middle and high school youth, grades 6<sup>th</sup> – 12<sup>th</sup>.

Status: Part time (<17.5 hr/wk)—exempt

Accountability: Accountable to the Session through the Discipleship Team and to the Pastor, as Head of Staff. Directly overseen by the chair of the Discipleship Team (immediate supervisor) and indirectly by the Personnel Committee (if present).

Requirements: Ability to actively engage students through teaching and conversation in biblical principles; the ability to engage well with families, parents, and volunteers; excellent organizational and communication skills. Undergraduate education and Youth Ministry experience preferred; Must have Reformed Church affiliation; current First Aid/CPR certification\* and have agreed to adhere to the FPC “Personnel policy” and “Policy for Those Working with Children and Youth”. Must be physically able to engage in youth activities.

Proposed hours: 10:30am – 2:30pm every Sunday when youth group meets, and flex hours to total 12-20 hr/ month.

### Responsibilities:

#### Sunday Mornings (10:30am – 12:00pm)

1. Welcome families especially those with youth as they arrive;
2. Be present for worship, sitting with youth, as necessary
3. On occasion, assist in leading worship
4. Prepare youth to lead worship when scheduled

#### Youth Group Meetings (12:00 (after worship service) – 2:30pm (later for special events))

1. Create a healthy environment where students feel safe and connected to one another
2. Connect, and engage in personal relationships with youth directing them towards following Christ more deeply.
3. Be aware of cultural differences within the group and work to make a cohesive and loving environment for all.
4. Connect the youth group with other areas of ministry within the church.
5. Organize, carry out and supervise the Youth Group activities  
Example: a. weekly lunch together, Bible study with activities; monthly mission project or fellowship event.  
b. ongoing fundraising activity toward annual mission trip
6. When teaching Bible studies, stay true to the text, engage the students and assist them in applying it to their lives.
7. Record and upload data on attendance and other youth records (e.g. permission slips, medical & electronic release, etc.)
8. Participate with Mission Presbytery youth activities when able; consider combined activities with other local church groups if reasonable.

#### Other Responsibilities (flex hours)

1. Moderate and resource monthly Youth Committee meetings as members:
  - a. plan activities ensuring that the three aspects of the Youth Program are represented appropriately (i.e. Bible study, Fellowship, Mission)

- b. schedule additional adult volunteer(s) for supervision and support of youth group activities, ensure all have received training and are background checked before working with the youth. All must adhere to the "Policy for Those Working with Children and Youth".
  - c. Address issues which arise regarding the youth and program as needed
  - d. Review the budget of the Youth Group regularly
  - e. Plan the summer mission trip
2. Assist in recruitment of members for Youth Committee
  3. Ensure records for training/background checks for all adult volunteers are up-to date
  4. Meet with the Discipleship Chair, as requested. Work with the Pastor to schedule youth participation as worship service leaders
  5. Communicate regularly with youth families and volunteers; enable as feasible parents/guardians to be primary disciple makers of their youth
  6. Manage the Youth Program budget
  7. Recommend curricula to Discipleship Team for review.
  8. Perform other related and pertinent duties, as requested.
- Summer Mission Trips (6 full days in summer; comp days will be provided)
1. Organize and help plan the youth mission trip
  2. Plan ongoing fund-raising activities for the trip
  3. Coordinate logistics and communicate with the volunteers, site and youth families
  4. Attend and lead the youth mission trip

Evaluation:

Employment will begin with a six (6) week trial period, after which time there will be an employment review. If the review is satisfactory, employment will become permanent. Thereafter a review will be conducted annually by the Chair of the Discipleship Team and Head of Staff. The Session/Personnel Committee will annually review the adequacy of compensation.

\*If not certified, training will be scheduled by and paid for by FPC.

April, 2023