

## Wayside Presbyterian Church

### Position Description

**Job Title: Youth Coordinator**

**Reports to:** Pastor/Head of Staff

**Date Revised: March 22, 2018**

**Approval/Effective Date:** \_\_\_\_\_

#### **Overall Responsibilities:**

The scope of this ministry shall encompass the planning and coordinating of the learning, worship, mission, and recreation experiences associated with the church's middle school and high school "youth".

#### **Purpose:**

Overall, the incumbent will promote the general vision of the Wayside Youth ministry for “*care, growth and service*” and subscribe to the core values in a **WORD: Word of God; Outreach; Relationships, and Developing Disciples**. Also, operate within the frame of the **4-W’s: Welcome. Worship, Wisdom and Witness**. These values are consistent with the general mission of the Wayside Congregation to “*know Christ and make Him known*”.

#### **Accountability:**

The incumbent is accountable to the Session of Wayside Presbyterian Church through the Pastor/Head of Staff (day--to--day supervisor) with secondary accountability to the Chair of Christian Formation Committee, for ongoing direction.

#### **Specific Job Responsibilities:**

1. Develop regular youth worship and learning experiences that are open and welcoming to a diverse youth group.
2. Recruit and shepherd volunteer youth staff with diverse gifts and personalities (with the assistance of the Christian Formation Committee) execute youth related activities.
3. As a subject matter expert stay connected with topics of concern and interest with today's youth. Provide insight for the church's volunteers in order to enrich the youth ministry.
4. Establish relationships with youth in order to provide spiritual direction.
5. Maintain contact with youth and parents, keeping them informed of ongoing activities. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
6. Support parents in effectively fulfilling their Christian parenting roles.
7. Seek to integrate youth ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and compliment other church ministries.
8. Plan and implement summer youth learning, worship, mission, and recreational experiences.

9. Work in collaboration with Elementary Coordinator for grades 6th through 8th.
10. Attend weekly youth meetings (LOGOS), Sunday worship, youth worship, monthly Christian Formation Committee meetings, and other youth related activities as required.

### **Administrative Responsibilities:**

1. Manage, in cooperation with CF and Finance Committees, the CF budget relating to ministry with Youth; ensure appropriate use of financial and other resources and keep the CF Committee informed regarding the use of budget moneys.
2. Coordinate the writing of timely CF articles and announcements about Youth opportunities for publication in the variety of Church media, including emails, weekly eblasts, Sunday bulletins and PowerPoint presentations, bulletin board and presbytery postings, and the monthly newsletter.
3. Present monthly reports to Session and the CF Committee of stewardship of the Youth Coordinator role, including statistics of participation of this age group, family involvements and volunteer support. Also submit a timely summary report for Wayside's Annual Report on a calendar year basis.
4. Attend relevant meetings on a regular basis, including meetings of Church staff and the CF Committee. Participate in staff development and strategic planning events as scheduled and available. Attend a Session meeting if requested (second Tuesday).
5. Advocate for participation of Wayside youth as appropriate in presbytery and Camp Donegal opportunities. Advertise these programs and shepherd families through applications and other permission forms.
6. Participate in required training courses for children/youth worker clearance; take advantage of continuing education opportunities via the presbytery and the Parish Resource Center.

### **Position Qualifications:**

- A Bachelor's degree in Christian Education or Youth Ministries is preferred, but some college courses in these areas are required.
- Coursework in Old and New Testament, church history, reformed theology, foundations in Christian education, and Youth Ministry would be helpful but not required.
- Knowledge of contemporary youth culture and music desired.
- Experience with working or leading Christian youth activities, and experience relating to teens.
- Ability to communicate clearly in written and oral forms.
- Interpersonal relationship skills and ability to work harmoniously in a non-discriminatory manner with other persons, both in one--on--one and group settings.
- Reasonable leadership skills to lead and coordinate volunteers.
- Computer literacy with the ability to operate in various software protocols, such as word processing and musical notation.
- Appropriate current clearances such as PA Criminal Record, PA Child Abuse History checks, and FBI clearances.

- Must be at least 21 years of age and have a current valid state driver's license.
- Within 3 months after hire, attend a certified Emergency First Aid course and obtain a CPR certification with an adult/infant/child classification. Keep certifications current and renew as necessary.
- Able to commit to working Wednesday afternoons/evenings and Sunday mornings, plus scheduled meetings (usually first Monday for CF, second Tuesdays for a rare Session meeting appearance, and staff meetings on Mondays, biweekly or as negotiated).