

Job Title:	Youth Director	Last Updated:	3/5/2021
Position Reports to:	Church Pastor	Pay & Work Time:	\$20/Hour at Approx. 15 Hours/Week
Employment Category:	Part-Time	Scheduled Day(s):	Sundays, other days are flexible

Position Description

This position plans for, develops, delivers, promotes and supervises the Christian education of the youth of the church in accordance with the policies and directions of the Session (the church's leadership board); builds young disciples for Christ by developing and implementing a comprehensive approach to youth ministry while serving as a spiritual leader and role model. The Youth Director should serve as an example in being a prayerful, faithful disciple by attending church regularly, participating in activities and religious studies, and having a solid knowledge of the Presbyterian tradition.

Position Responsibilities

- Work in cooperation with the Christian Education committee and the Pastor to plan, develop, coordinate, and implement a spiritually-based youth-oriented program for both Junior and Senior High-aged students.
- Develop and maintain regular youth group meetings.
- Teach the Sunday morning Junior/Senior High Sunday School class, with emphasis on studying scripture.
- Plan, schedule and lead special events or programs on a monthly basis with and for the youth.
- Be responsible for planning, coordinating, and conducting summer youth activities, i.e. retreats and/or mission projects.
- Communicate regularly with parents, as well as the greater church membership, and encourage family involvement with youth programs.
- Encourage church members to use their spiritual gifts and help identify opportunities where church members can volunteer in the youth ministries.
- Provide training, resources and instructions for volunteers within the youth programs.
- Be a spiritual resource for parents on practical Biblical application in the household.
- Develop ways to affirm and support youth and their families outside church activities such as sports, school visits, cultural events, entertainment opportunities, and home or college visits.
- Remain up to date on the current youth trends, culture and issues facing children/youth
- Order curriculum and Christian education supplies.
- Develop and implement an annual calendar of activities and programs that are inclusive and promote relationship development and youth discipleship.
- Send monthly newsletters and other written contact (text, email, website, etc.) with youth and families.
- Communicate and possibly collaborate with other presbytery youth leaders.
- Ensure that all youth volunteers are educated in the safety policies and procedures necessary for working with children/youth.
- Comply with all church policies and procedures as well as all federal and state laws.

Estimated Time Allocation

Hour allocation is an approximation and should be used as a guide for time management.

Sunday morning activities	20%
Identify, develop, lead and participate in special events and/or community service	20%
Prepare lessons, coordinate curriculum, maintain awareness of new youth teaching materials	20%
Meetings (Onsite meetings, group meetings, one on one meetings)	20%
Train and/or interact with volunteers	10%
Youth outreach, including attending special events/moments in individual youths' lives	10%

Qualifications and Special Skills

- Demonstrated Christian faith and values.

- Biblical knowledge and adherence to Presbyterian Church (USA) teaching and theology.
- A love of youth and a concern for their spiritual and emotional development.
- Ability to guide youth in developing a strong Biblical knowledge base and personal spiritual disciplines.
- Proven communication skills and the ability to relate well to youth, parents and volunteers.
- Good organizational, leadership, mentoring, and interpersonal skills.
- College graduate or current college student active in Christian ministry and/or at least 2 years' experience in youth leadership or teaching.
- Maturity and the ability to show respect for and develop relationships with parents.
- Proven technological and social media skills.
- A sense of humor, musical abilities a plus, other skills to promote fellowship, fun and faith..
- All duties and responsibilities represent essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.
- This position description is not intended to include all possible position responsibilities. All employees of West Chester Presbyterian Church may be required to perform duties other than those listed in a position description.
- Required to pass a pre-employment drug screen and background check.