

## **Job Description and Qualifications for Part-Time Director of Youth Ministries**

**Overview:** To oversee all activities of the Youth Program for ages 6<sup>th</sup> grade through high school at Wesley Memorial United Methodist Church, providing adequate resources and support to ensure spiritual growth and development opportunities to all.

### **SKILL REQUIREMENTS**

- A Bachelor's degree in Christian Education is preferred but not required
- Previous experience of at least two years working with youth (grades 6 – high school) and their families
- A strong personal faith, devotional life, and knowledge of the Bible
- Understanding of United Methodist theology and the willingness and ability to teach and learn about the Christian faith through the lens of our United Methodist history, theology, and practice.
- Computer skills, including experience in social media platforms appropriate for youth and families for the purpose of information, building community, and outreach.
- Good verbal and written communication skills
- Current CPR Certification

### **REPORTING RESPONSIBILITIES**

- Report and is responsible to the Pastor for basic direction and spiritual content of program
- Reports to Staff Parish Liaison for accomplishments and concerns

### **SPIRITUAL DEVELOPMENT RESPONSIBILITIES**

Serve as a positive Christian role model who:

- Ensures all youth activities encourage spiritual growth and development
- Provides spiritual direction and nurture to youth and volunteers through personal relationships and related materials
- Acts as an advocate for the concerns of youth
- Identifies and provides opportunities for education, outreach, service, study, fellowship, spiritual formation, and worship
- Encourages youth to be involved in the life of the church and active disciples in their Community
- Helps youth identify their spiritual gifts and find meaningful expressions of those gifts through service in the church and community

### **ORGANIZATION, ADMINISTRATIVE AND PROGRAMMING RESPONSIBILITIES**

- Attends staff meetings and other designated meetings
- Is present at all youth activities as well as worship and other church-wide events
- Serves as coordinator and/or liaison of all areas of the youth ministry, which may include but not limited to evening youth program, Sunday school, missions, summer activities, music ministry, and other special activities and events
- Works with the pastor in the planning and teaching of Confirmation
- Identifies and coordinates acquisition of resources needed for planned activities
- Assists with planning and development of financial budget for the youth ministry and works within the confines of the approved budget
- Works to connect the youth with opportunities for youth offered by the Holston Annual Conference, the Three Rivers District, and the Wesley Foundation at ETSU as well as connecting graduating seniors with the Wesley Foundation at their colleges of choice.

### **PASTORAL CARE AND RELATIONSHIP RESPONSIBILITIES**

- Remains aware of special concerns and needs of youth and their families
- Communicates any concerns about a youth and/or a family to the pastor
- Makes contact with new youth and youth who are in danger of becoming inactive
- Is open-minded and non-judgmental, meeting the youth where they are
- Always observes Wesley's Safe Sanctuary policy when in a counseling type setting
- Maintains a current list of respected therapists in the area, and practices the ministry of referral for any youth exhibiting symptoms of mental illness or emotional distress
- Maintains confidentiality unless legally required to report what is shared by a youth, i.e. abuse
- Looks for opportunities to engage with non-churched youth in the larger community

### **LEADERSHIP, TRAINING, AND VOLUNTEER COORDINATION**

- Ensures appropriate staffing and volunteers are provided for all youth programs
- Oversees the selection of curriculum and resources supportive of our United Methodist theology
- Recruits volunteers for short and long-term youth activities and provides training for volunteers, inclusive of an annual Safe Sanctuary training in cooperation with the Director of Children's Ministry
- Develops and works with the Youth Council to plan events and activities for the year
- Ensures all facilities provide a safe environment for youth

### **COMMUNICATION AND RELATIONSHIP RESPONSIBILITIES**

- Plans calendars for the youth ministry with input of the youth council and church staff
- Establishes an effective positive personal relationship with youth, volunteers, parents, staff, and community
- Creates, updates, and maintains all communication tools related to youth activities
- Solicits and identifies opportunities for participation in youth activities

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