

Youth Ministry Director

Job Description



Position Purpose

This position organizes volunteers of the church around the discipleship of adolescents and teens. Through creativity, community, and fun we want to build a community of authentic followers of Christ for and among students. We also guide parents through this last season of intense parenting.

Job Description

This position provides the primary oversight for Sunday morning programming for Middle School (5-8) and High School (9-12) Students. The director will have a passion for teaching and engaging students in creative, developmentally appropriate ways and possess exemplary leadership, supervisory and administrative skills. **Providing a team of loving, caring adult volunteers for the Middle School students of the church is key for this position. The Youth Director also fosters an environment of excited involvement and discipleship for High School students.** Below are the principal parts of this position description:

The responsibilities of the Youth Ministry Director are:

Part 1 - Train, Equip and Manage Volunteers: The Youth Ministry Director will train and equip hands-on volunteers who serve in the Trailhead (grade 5-8) & The Clearing (High School) areas. Trailhead includes: small group leaders, activity leaders, and teachers.

For High School, training and equipping volunteers is less defined. The person hired for this position will define how they believe High School ministry is best conducted to reach this goal: High School students are excited to participate and grow in faith in Christ.

The Youth Ministry Director will develop and implement all policies and procedures for these areas as well as recruiting/training/equipping/celebration of the volunteers.

Part 2 - Design and Implementation of Christian Education Curriculum for students grades 5-8 and 9-12: Working with the Pastoral Staff for overall vision of the ministry, the Youth Ministry Director will oversee the design and implementation of the curriculums and teaching which share Christ with 10 - 20 middle school students and 10 - 15 high school students. This would include, but is not limited to:

- finding, writing, and/or creating dramas, art projects, games, and prayer stations
- organizing and preparing all necessary print materials, costumes, small teaching props, manipulative/crafts, and small group illustrations for implementation of curriculum
- preparing and maintaining environments in classrooms that are developmentally appropriate, engaging, fun, and safe.

For these duties, the Youth Ministry Director will have 2-4 college interns at their disposal (shared with the Children's Ministry Director *birth - 4*) for up to 20 hours a week each (except during the month of December).

Part 3 - Assistance with Youth Milestones: The Youth Ministry Director works with the Milestone and Activities director to provide outside-of-church fun nights, trips, and spiritual retreats. They also assist with the Bridges (grade 5), Confirmation (grade 7), Clearing Compass (grade 9) and Journey Milestones (grades 11-12) (The *primary* execution of these milestones is the responsibility of the Milestones and Activities Director).

Terms of Employment

Employment Start Date: January 30, 2022

Hours: Full Time

The Youth Ministry Director is a full-time, salaried position. Therefore, it is expected that the employee will work as many hours as it takes to accomplish the tasks at hand. Consequently, hours spent working will vary from week to week. Weekly work schedule has some degree of flexibility, allowing some limited leeway to set one's own schedule, particularly in light of working occasional evening hours to accommodate working with congregation members work schedule. Required office hours are outlined below. We also believe that 40 hours is a healthy workload for a full-time employee, balancing productivity with family, rest, and recreation. So, we encourage employees to track hours and observe "comp" time when appropriate, managing to an average of 40 hours per week. Required office hours (not eligible for comp. time) include:

- Monday: 30 minute meeting with the Staff Pastor every other week.
- Interns' Monday Meeting (2+ hours)
- Tuesday 10am-noon (for staff meeting)
- Sunday 8am-12:30pm (for Sunday services)
- Any special event or service which requires leadership from this position: team meetings, retreats, youth milestones and activities (eligible for Comp Time)

Salary: \$45,000 annually (Starting - there is room for increase based on experience and performance in the position)

APPLY for this position by sending your resume with cover letter to garrettl@lakelandcommunity.org