

**FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION – WORK PROFILE**

NAME:

TITLE: Director of Youth & Young Adults

Direct Supervisor: Head of Staff

Position: This is a full-time staff position that is responsible for the development and promotion of the youth ministries program.

CORE RESPONSIBILITY	MEASURES
Leadership	<ul style="list-style-type: none"> • A strong personal faith in Jesus Christ with a heart to serve. • Develop a program and team to meet the spiritual needs of youth and young adults. • Develop youth leaders who can function as Youth Officers (Elder and Deacon) and assist them in their responsibilities to the Session and Diaconate; integrate Youth Officers into program planning processes.
Administration & Management	<ul style="list-style-type: none"> • Recruit teachers, chaperones, advisors and drivers for youth activities • Plan, schedule and supervise service opportunities for youth • Plan, schedule, and supervise fundraising opportunities for youth • Select curriculum • Schedule acolytes • Communicate with youth and parents through emails, social media and articles in the weekly bulletin and monthly newsletter • Meet with Youth Team on a monthly basis • Plan and maintain youth budget in conjunction with the youth committee. • Integrate the Child Protection Policy into program planning. • Preside as the Clerk in all Youth Committee meetings and correspondence; collaborate with the Committee Chair in terms of scheduling meetings, writing the agenda, compiling minutes, and submitting all reports to the Session and Diaconate in a timely manner, and execute all (personal) action items as discerned by the Youth Committee.

	<ul style="list-style-type: none"> • Maintain a personal database of the contact information of all youth and their family to include phone numbers and addresses. • Develop and publish a program calendar from Fall to Summer every school year; to include, but not limited to: discipleship programs (Sunday School, Sunday Night Youth, Wednesday Night Fellowship), fellowship programs (breakfast before school, holiday parties, lock-ins, off-campus activities, etc.), retreats, service projects, concerts, etc., youth conference, mission trip,) Confirmation class, and all other worship services for youth as needed (Confirmation Sunday, Baccalaureate Sunday, etc.).
Pastoral Care	<ul style="list-style-type: none"> • Make positive contact with each youth and young adult and their families through either programming or direct communication. • Provide care during pastoral emergencies. • Provide counseling as requested. • Connect to youth and young adults at games, performances, or life events.

SKILLS REQUIRED	
Personal	<ul style="list-style-type: none"> • Present a warm and caring image to all church members • Demonstrate a positive and productive approach to job, co-workers, and members • Observe confidentiality and integrity (Titus 2:7–8, Proverbs 11:3, 2 Corinthians 8:21) • Use telephone and electronic communication, including the internet, in a responsible manner • Maintain personal devotion and study.
Bible Knowledge	<ul style="list-style-type: none"> • Have a mature understanding of God’s Word • Clearly articulate Scripture with the youth and be able to relate it to them • Read the Bible regularly • Pray (James 1:5)
Cultural Knowledge	<ul style="list-style-type: none"> • Attune to cultural issues affecting the youth you are leading • Train the youth to hold fast to heavenly perspective in a culture of worldly passions (John 17:14, Titus 2:12)

Teamwork	<ul style="list-style-type: none"> • Cooperate and collaborate well with co-workers to achieve the highest quality • Look for opportunity to help co-workers • Deal with conflict in constructive ways
Organizational Skills	<ul style="list-style-type: none"> • Plan and coordinate job responsibilities in order to complete in a productive and timely manner • Effectively utilize FPC resources, time, and energy • Demonstrate time management skills
Dependability	<ul style="list-style-type: none"> • Complete work on time • Demonstrate flexibility • Work independently to handle responsibilities • Be accurate and consistent in work habits • Have good attendance and be on time with all commitments

EVALUATION AND REVIEW:

- Responsible to and under the direction of the Head of Staff. The Personnel Team will provide annual performance and salary reviews.

BENEFITS:

- Paid time off according to the personnel manual.
- Individual healthcare provided.
- Paid twice monthly
- Professional expenses covered (mileage, supplies, etc.)
- Option for additional retirement savings, family healthcare, dental and life insurance.

WORKING HOURS:

- This is a full-time position.
- As a program staff position, hours are flexible but need to coincide with programs offered.
- Office hours are required during each week Monday-Thursday.
- Attend all staff meetings.
- Paid Holidays as recognized by the church.