

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

NAME:

TITLE: Director of Youth & Young Adults

Direct Supervisor: Head of Staff

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

CORE RESPONSIBILITY	MEASURES
Leadership	<ul style="list-style-type: none"> ● A strong personal faith in Jesus Christ with a heart to serve youth. ● Develop a program and team to meet the spiritual needs of youth and young adults. ● Equip 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	<p><u>If part-time duties will include:</u></p> <ul style="list-style-type: none"> ● Attend all Youth Committee meetings, collaborate with and support the team, ensure execution of action items. ● Schedule acolytes. ● Develop and maintain effective relationships with various leaders in the community for the purpose of swift outreach programs. (ie schools) ● Create a safe and nurturing environment where young people can learn, grow, and develop. <p><u>If full-time duties will also include these items:</u></p> <ul style="list-style-type: none"> ● Plan, coordinate, and oversee special student events such as annual retreats, conferences, trips, small groups, and service projects. ● Recruit mentors, chaperones, advisors and drivers for youth activities. ● Plan, schedule, and supervise fundraising opportunities for youth. ● Participate in selecting curriculum. ● Communicate with youth and parents through emails, social media and articles in the weekly bulletin and monthly newsletter. ● Plan and maintain the youth budget in conjunction with the youth committee.

	<ul style="list-style-type: none"> ● Maintain an updated database of phone numbers, addresses, and emails for youth and their guardians. ● Develop and publish a program calendar from Fall to Summer every school year; to include, but not limited to: 3 weekly discipleship programs (Sunday School, Sunday Night Youth, Wednesday Night Fellowship), 3 monthly fellowship programs (breakfast before school, holiday parties, lock-ins, off-campus activities, etc.), 2 quarterly programs (retreats, service projects, concerts, etc.), 1 annual program (youth conference, mission trip,), 1 annual Confirmation class (to include selecting curriculum and dates), and all other worship services for youth as needed (Confirmation Sunday, Baccalaureate Sunday, Youth Sunday etc.).
<p>Youth stewardship and Development</p>	<ul style="list-style-type: none"> ● Foster and maintain relationships to equip youth, as well as their families. ● Mentor youth and help them to realize their individual goals as you train them to develop their faith and learn about themselves. ● Help students and adult leaders discover their gifts and connect them to service opportunities within the church and in the community. ● Create a compelling youth culture and environment that draws in middle and high school students in our community.

SKILLS REQUIRED	
<p>Personal</p>	<ul style="list-style-type: none"> ● Display that you genuinely care about young people and are committed to guiding them through the challenges of adolescence with love, compassion, and understanding. ● Present a warm and caring image to all church members and build authentic connections. ● 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.
<p>Bible Knowledge/ Heart for Ministry</p>	<ul style="list-style-type: none"> ● Have a mature understanding of God’s Word. ● Maintain personal devotion and study. ● Clearly articulate Scripture with the youth and relate it to them. ● Pray (James 1:5)

	<ul style="list-style-type: none"> ● Have a deep-rooted faith in Christ and a desire to share His love with others, inspiring youth to live out their faith boldly and authentically.
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"> ● Partner with our church staff, volunteers, and families to create a vibrant and inclusive youth community. ● Deal with conflict in constructive ways and seek guidance as needed. ● Collaborate with church staff to support its mission to nurture individuals and families who are seeking God and to help them grow in their relationship with Jesus Christ.
Organizational Skills	<ul style="list-style-type: none"> ● Effectively utilize FPC resources, time, and energy. ● Be mindful of coordinating with others in a timely manner and planning programming in advance considering the many activities that our youth are involved in outside of church.
Dependability	<ul style="list-style-type: none"> ● Have good attendance and be on time with all commitments. ● Work independently to handle responsibilities. ● Be flexible to meet the needs of our youth.

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 (full-time staff only)
- Paid twice monthly
- Professional expenses covered (mileage, supplies, etc.)
- Option for additional retirement savings, family healthcare, dental and life insurance

WORKING HOURS:

- This position can be full-time or part-time.
- As a program staff position, hours are flexible but need to coincide with programs offered as well as opportunities to connect with youth to foster relationships outside of their school day.
- Office hours are required during each week Monday-Thursday.
- Attend all staff meetings.
- Paid Holidays as recognized by the church.