**Port Orchard United Methodist Church Position Description**

**Title: Assistant Youth Leader**

Purpose: Assist the Youth Director to design and implement a spiritual Christ-centered ministry for youth in grades 6-12, under the direction of the Youth Director and Pastor.

Duties:

1. Assist the Youth Director in all aspects of developing and implementing a varied program that addresses:
   1. youth faith development and spiritual needs
   2. youth personal and leadership growth
   3. youth social interactions

“Aspects” include planning, setup/cleanup, periodic leading, student discipline and care, fundraising, etc.

1. Instruct the youth using theology and faith teachings that are consistent with United Methodist teachings and with the culture of this congregation.
2. Safeguard the spiritual, emotional, and physical safety of the youth.
3. Under the leadership of the Youth Director, encourage youth in leadership, and support other adult volunteers.
4. Assist Youth director in the development of the youth budget.
5. Participate in Youth Council (when activated) and serve as an advocate of youth involvement in church planning and decision-making.
6. Help Youth Director in logistics preparation for youth events and activities as developed and advertised.
7. Help the youth participate in Conference events and relationships.
8. Obtain and maintain current certification in Cardiopulmonary Resuscitation (CPR) techniques.
9. Must be more than 23 years of age, in line with our requirement that staff be 5 or more years older than the oldest student of minor age in the program.
10. Pass a National Background Check.

Controls: The Assistant Youth Leader is under the direction of the Youth Director and Pastor, ultimately under the direction of the Staff-Parish Relations Committee. Any changes in compensation, responsibilities, or working hours require approval by the Staff Parish Relations Committee.

Working Hours: The working hours for this position are varied, but 4 hours per week, primarily Sunday morning and Wednesday evening, is considered typical, with additional hours for retreats, planning meetings, mission trips, and other special events. This is an hourly position.

Performance Evaluation: Refer to the Personnel Policy Manual.

Benefits: Refer to Personnel Manual.

Approved by Staff Parish Relations Committee May 22, 2019