



## **Youth Director**

### **Job Focus**

**Reports to:** Senior Pastor

**Status:** Part-time

### **Primary Purpose**

To develop and oversee all activities of the Youth Program for ages 6<sup>th</sup> grade through college for First United Methodist Church, Port Angeles.

### **Job Requirements:**

#### **Education/Experience**

- College Degree in Christian Education preferred, not required
- Previous experience working with youth
- 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
- Previous event planning and management experience
- Previous volunteer or staff experience in non-profit or church setting (preferred)
- Pass yearly background checks
- Comply with FUMC Safe Church policies
- Read the FUMC Employee Handbook. Sign document agreeing to comply with FUMC Employee Handbook terms and conditions
- Current CPR Certification

#### **Attributes**

- A Christian based lifestyle and ethos
- Demonstrated experience in coordinating at least 10 various sized events with references provided
- Strong organization, administration, multitasking, and time-management skills
- Strong leadership and ability to coordinate volunteers
- Excellent verbal and written communication skills
- Self-motivated

- Detail oriented
- Ability to problem solve and find effective solutions in a timely fashion
- Possession of a can-do attitude, demonstrating adaptability and flexibility

### **Reporting Responsibilities:**

- Report and is responsible to the Pastor for basic direction and spiritual content of program
- Reports to SPRC liaison for accomplishments and concerns

### **Hours and Schedule:**

- Approximately 20-24 hours a week
- Standard Hours are flexible, will include Sunday mornings and some evening/late afternoon meetings, as necessary

### **Compensation:**

- The compensation will be \$20-\$25/hour based on experience

### **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

### **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 FUMC Safe Church 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
- Recruits volunteers for short and long-term youth activities and provides training for volunteers, inclusive of an annual Safe Church training
- Ensures all volunteers have background checks cleared at least two weeks before each event
- Communicates with volunteers so they know job duties and start/end times.
- Follows up and thank volunteers after each event
- Oversees the selection of curriculum and resources supportive of our United Methodist theology
- Develops and works with the other staff to plan events and activities for the year
- Ensures all facilities provide a safe environment for youth
- Provides Pastor and Church Office precise planning, coordination, and follow through before, during, and after events

### **Communication and Relationship Responsibilities**

- Plans calendars for the youth ministry with input of the 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
- Prepares monthly article for Church newsletter, submitted prior to mid-month publication deadline, with overview of past and upcoming events

- Responds to all communications (letters, emails, texts, social media inquiries, and telephone calls) within 48 hours
- Be punctual at all events, meetings, and church services/classes

**Reviews:**

- Monthly review with Supervisor
- Interim evaluation at 90 days, by Staff Parish Relations Committee

**APPLICATION PROCESS:**

To apply, please send your resume and cover letter to [kelseyjulander@gmail.com](mailto:kelseyjulander@gmail.com) and [office@pafumc.org](mailto:office@pafumc.org). The position will remain open until filled. Thank you for your interest, and we look forward to meeting you!