Settle UMC Youth Director Job Description

The Youth Director is responsible for programming and providing vision for the youth ministry based upon our Wesleyan heritage/tradition. This person must demonstrate a commitment to Christ and to the Church. Bachelor's degree is preferred. The Youth Director works under the supervision of the Senior Pastor.

Job Functions:

- Demonstrates the ability to establish good rapport between the youth, their parents, and other members of the church. Demonstrates enthusiasm and care in all aspects of the youth program and for the participants involved in the ministry.
- Responsible for recruiting volunteers and training these volunteers for the youth ministry, including Sunday School teachers for grades 6-12.
- Works cooperatively with all staff members as a team member on all phases of planning and the implementation of the total church program. Attends and assists with church wide activities. Attends staff meetings and participates in the discussion at staff planning sessions.
- Responsible for visiting participating youth and their parents and actively inviting new youth for the program. Works with the Children's Director to ensure positive transition of incoming 6th graders into the youth program.
- Conducts meetings with parents of those involved in the youth ministry as needed (at least two per year).
- Provides curriculum guidance to all persons involved in the youth ministry.
- Responsible for preparing and evaluating the yearly youth budget and planning fundraising, as needed, for specific youth events, including mission trips.
- Responsible for implementation and knowledge of the "Safe Sanctuaries" program.
- Maintains active membership with the Administrative Board to provide youth reports.
- Working hours flexible but organized around youth schedules and activities. Additional time, as needed, will be spent planning activities in an office setting. May include some light local and occasional weekend travel.
- Various other tasks and duties from time to time as may be assigned by the Senior Pastor.

Core Competencies:

- Must have a strong commitment to the faith and lead by example in his or her life.
- Must maintain an outgoing and positive attitude with youth.
- Must be a good listener, strong public speaker, and possess good communication skills.
- Must develop volunteers and properly train them to participate in the youth ministry.
- Must be creative and innovative in designing new ways for students to grow in their faith.
- Must have administrative and organizational skills.
- Must be able to articulate a vision for the youth program.
- Must be able to deal with conflict quickly and see these situations as opportunities for growth.

Developed August 2022