

**Youth Ministry Coordinator**

**Riverbend United Church**

14907 – 45 Avenue NW

Edmonton, Alberta

**Job Description**

The Youth Ministry Coordinator will assist in the development and coordination of the Youth Ministry (ages Junior high to high school) at Riverbend United Church.

The staff of Riverbend United Church works within a cooperative team setting and it is understood that the candidate would be a full participant in this team model. All staff report to the Ministry & Personnel Committee.

**Responsibilities:**

The Youth Ministry Coordinator works with the youth and young adults of Riverbend United Church and is expected to:

- Prepare and lead the weekly Sunday morning discussion group for youth and young adults – this takes place during the regular worship service
- Organize and execute regular youth events/activities outside of Sunday morning (typically 2x per month)
- Coordinate youth participation in other aspects of church life including worship and outreach

**Administrative**

- Attend staff and committee meetings as able and collaborate with other teams as necessary
- Ensure that activities necessary for creating and sustaining the Youth Ministry are carried out, including the planning, communicating and coordinating of events
- Ensure the production, maintenance and execution of an annual calendar of events for youth
- Develop and maintain effective methods of communication with both youth and parents, including social media
- Periodically contribute updates to communications including The Front Pew and the church website

**Skills Required**

- At least 2 years of experience working with youth or children
- Must have the ability to listen and to communicate with all ages, especially youth
- Must have a knowledge of the United Church ethos

**Contract Terms**

- 10 months: September to June (can be renewed upon mutual agreement)
- Honorarium: \$400/month (based on \$20/hour and an average of 20 hours per month)
- This is a part-time independent contractor position: there are no benefits, paid holidays or vacation entitlement. Source deductions will not be taken.

**Submit resume and cover letter describing your interest in this position to [searchruc@gmail.com](mailto:searchruc@gmail.com)**

**This position will remain open until a suitable candidate is found.**