

POSITION DESCRIPTION

PART-TIME YOUTH PROGRAM COORDINATOR



**YOUTH
MINISTRY**
Episcopal Diocese of the
Central Gulf Coast

OVERVIEW

The Youth Program Coordinator serves in a part-time (20 hours a week) capacity to handle the day-to-day operation of the youth ministry (6th–12th grades). This position is mainly administrative and deals with the behind-the-scenes tasks that support the youth ministry.

DESCRIPTION AND RESPONSIBILITIES

- Result #1** All major events have been well publicized and organized. Their execution has left parents confident that their youth have been faithfully and creatively nurtured.
- Result #2** Event coordinators and volunteers have been recruited at least three months before they were to begin. Their experience left them feeling that they've made a difference and they are eager to serve with the youth ministry in the future.
- Result #3** Control documents have been in place and distributed in a timely fashion (including the youth directory, volunteer job descriptions, the youth ministry calendar, calendar requests, event and trip registration forms, and leaders' directory). Compliance documents have been updated and distributed to all involved parties (copyright licensing, background checks on volunteers and staff, etc.).
- Result #4** The "in-between-the-cracks" needs of the youth ministry have been handled in a professional and timely manner (or delegated to other staff or volunteers). These needs included at least:
- Bulletin boards, photography, attendance tracking
 - Newsletters, bulletin, and Sunday school announcements
 - Forms and registrations
 - Database and website

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Result #5 Event notebooks have been completed for each major event, and each notebook has been updated after that event was completed.

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- Result #6** At least 75% of students' parents on the rolls of the church are known by name by the Youth Program Coordinator.
- Result #7** All first-time visitors have received exceptional and timely follow-up, so that all students interested in becoming a part of the church youth ministry did so in a way that felt welcoming and natural to them.
- Result #8** Weekly youth ministry volunteers were recruited at least 3 months before they were to begin serving and the majority of those volunteers participated in regular training, coordinating, and community-building events.
- Result #9** The Youth Program Coordinator has ensured the logistical details of Sunday school are in place each week. These details include:
- Attendance tracking
 - Teachers and volunteers
 - Curriculum and supplies
- Result #10** Attendance at regular meetings such as weekly staff meetings, team meetings, and semi/monthly supervisory meetings with the Associate Pastor of Christian Formation has occurred. Communication and coordination of these meetings as well as minute-keeping have taken place in a timely fashion. Informational and organizational support to the Youth Ministry Team have been provided.

Team Composition (number): 1

Time Commitment: 20 hours

Special Talents and Skills Preferred: A goal-oriented individual who possesses the following traits: maturity, organization, self-starter capabilities, a warm personality, strong communication skills, motivation, administration skills, and the ability to meet deadlines.

Spiritual Gifts: Any of the following: administration, artistic expression, discernment, helps, intercession, leadership, mercy, prophecy, teaching, hospitality

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Resources and Training Provided: Attend semi-annual volunteer training events and the annual safe sanctuaries training.

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