First United Methodist Church of Olympia Job Description

Position Title	Youth Ministry Leader	Supervisor	Associate Pastor
FTE or Hours	15 hours per week	Hourly Wage	$25
Work Schedule	Of the 15 hours per week generally the required hours will be: Sundays 8:30-12:30 Weekly Staff Meeting and Check-in with Pastors and Staff as Needed Wednesday 4:30-8:30 pm (Affinity Nights) Other hours during scheduled Youth Ministry Events Additional planning hours at employee's convenience. Other hours as needed in consultation with the Associate Pastor		

Position Description:

The Youth Ministry Leader will plan, facilitate, lead, and participate in Youth Ministry programming and events.

This person will recruit volunteers, communicate with the church, youth and their families, and the community regarding Youth Ministry and work with pastoral and office staff to integrate Youth Ministry into the life of the church.

This person will build relationships with youth and church families, disciple youth, and teach them Biblical literacy.

Youth Ministry encompasses youth from 6th grade through high school.

Qualifications (Education experience, training, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors):

Required Qualifications: Ability to work well with youth and families.

Ability to assist in writing and/or developing and implementing curriculum for Youth that reflects theological comfort with a progressive United Methodist understanding of God and church.

An ability to communicate with people inside and outside of the church.

Comfortable using social media and other communication methods both inside and outside of the church.

Preferred/Desired Qualifications: At least one year's experience coordinating, leading, and overseeing youth ministry programs; and coursework and/or training in religious education.

Background Check and Safe Sanctuaries:
Successful completion of a background check, and completion of Safe Sanctuary class within 90 days of hiring, is mandatory. (Note: Repeat background checks will be required approximately every 12-24 months.)

Physical demands and working conditions this job normally requires:

Job may require climbing stairs, accessing supplies on shelves, work at a desk and with a computer keyboard. Position may require occasional overnight experiences on retreats and camping events. Accommodations for physical limitations will be made whenever possible.

Assigned Work Activities (Duties and Tasks)	
	List of assigned tasks and duties
	Duty: Planning year-round comprehensive Christian education/discipleship/fellowship programs for youth.

	Tasks include: Plan, create, and implement weekly youth activities and curriculum. Assist in developing a plan of discipleship for church's youth that includes Biblical literacy, knowledge of God, and how to live out their faith. Plan, support, and encourage youth participation in summer mission, service-learning week(s), church camp, and quarterly regional youth overnights.
	Duty: Volunteer coordination in youth ministry. Tasks include: Recruit and equip volunteers for youth ministry programs and events. Develop regular volunteer rotation with people who are familiar with programing, supplies, and church values for youth ministry. Ensure all volunteers comply with Safe Sanctuaries Policy and all events have adequate adult to youth ratios.
	Duty: Communicate with the congregation regarding the youth ministry program/s. Establish and maintain regular communication with youth and their families. Tasks include: Establish weekly or biweekly email/s to youth and their families. Occasional contributions to church publications, reports at Church Council, SPRC, and staff meetings (as requested).
	Duty: Develop intergenerational relationships with youth, families, and older generations in the church. Tasks include: Developing programs and relationships that connect across generations both within the church.
	Duty: Assist with the development and implementation/delivery of curriculum for youth. Tasks include: Assist in writing and/or obtaining curriculum for youth Sunday School and mid-week programming that is age-level appropriate, engages youth in the material and allows volunteers to lead and teach youth.
	Duty: Special event and/or outreach event supervision and management related to youth and families. Tasks include: Looking for partnerships with other FUMCO ministries to include families; planning and supervising special events or outreach events with an emphasis on reaching families (i.e. Pride with an outreach to families), participating in community events to connect with families.
First United Methodist Church of Olympia is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document," updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication to explain the responsibilities, advertise the job and identify performance	

measures and potential training needs. Your signature indicates you have read this Job Description and understand the essential criteria and qualifications of the job.

Signatures			
Employee		Date	
Supervisor		Date	
Pastor		Date	

Document Revision History:		
Date	Name of Revisor	Reason for Revision