

## **Westwood United Methodist Church Job Description**

Position: Director of Youth Ministries

### **Specific Responsibilities:**

Enable and oversee all aspects of youth programming and the spiritual growth of youth (Grade 6 through High School) in our congregation for the sake of helping them grow mature in faith through service, worship, study and fellowship.

Specific responsibilities include:

- Plan, coordinate and lead youth group activities, including regular meetings, mission trips (e.g. SSP) and retreats. Support youth leadership opportunities.
- Plan and coordinate youth Sunday School, in collaboration other Sunday ministries and with other staff.
- Be present on Sundays and other times to invite and welcome new youth.
- Communicate with the congregation and community about youth ministry, through our weekly newsletter, website and other media.
- Recruit, train and supervise adult volunteers with youth. Implement church policies, including our Safe Sanctuaries Policy, through all aspects of Youth Ministry.
- Participate in regular staff meetings.
- Plan and oversee Confirmation for Middle School Youth every other year, in collaboration with Pastor.
- In consultation with the Finance Committee, oversee the annual budget and fundraising for regular activities and special retreats and trips.
- Support and promote the youth ministries of our Annual Conference.
- Connect youth to appropriate ministries of the congregation as a whole, including in worship, in service projects, and in congregational studies.
- In collaboration with the Pastor, provide pastoral and spiritual support for youth and their families.

**Accountability:** Senior Pastor and SPRC

### **Skills Required:**

A mature Christian faith and an ability to think theologically are required, as well as the ability to:

- Relate easily to parents, youth and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, overseeing budgeting, planning effectively and clear communication.
- Climb stairs and lift approximately 35 pounds.

### **Desired/Preferred Skills:**

- College degree and graduate education or experience training in youth ministry preferred.
- Experience in supervision of staff and volunteers.

**Type/Hours:** Part-time, 20 hours/week