

**Presbyterian Church of Traverse City
Job Description**

Job Title:	Director of Youth Ministries
Reports to:	Head of Staff
Supervises:	Youth Ministry Volunteers
FLSA Status:	Hourly non-exempt, Part time 20-25 hours per week
Date:	May 16, 2022

Purpose:

To develop and implement the Youth Ministries programs (6th through 12th Grade) of the Presbyterian Church of Traverse City.

Essential functions:

1. Responsible for planning, developing, and leading on-going educational programs and activities for the youth of the church, including Youth Group,, Bible Study and annual special events such as Block Party, Fundraisers, and Retreats/Trips.
2. Serve as staff representative and participate in monthly Children & Youth Ministries Committee meetings.
3. With pastor and committee support, manage the lay leadership volunteers for the youth ministry programs; including recruitment, training, coordination, and scheduling.
4. Communicate and maintain regular interaction with youth, volunteers, families, and staff. Provide youth program & event communications, including email/text blasts, social media posts, and phone calls. Respond in a timely manner to youth program inquiries.
5. Provide regular opportunities for worship, spiritual growth and fellowship for the youth of our church family, which includes: working with pastoral staff to select and develop monthly Youth Group themes, scripture and message focus, providing guidelines for Small Group Leaders, selecting media content, and working with the pastoral staff to plan and implement extended learning/fellowship opportunities (retreats, mission trips, etc).
6. Attend weekly Staff Meetings as needed and able.
7. Other administrative duties as assigned and necessary.

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Position Objectives:

To lead, guide, and develop the Youth Ministry programs and activities.

Minimum Education:

Associates Degree. Bachelor's Degree and Christian Education credentials preferred.

Minimum Experience:

Previous experience working with Youth required. Previous experience with Youth activities development required.

Essential Abilities:

1. A commitment to the Presbyterian Church of Traverse City mission.
2. Ability to navigate on computers and use various software applications.
3. Ability to maintain confidentiality.
4. Ability to interact positively with members of the congregation, co-workers, and youth in a non-judgmental, tactful and courteous manner.
5. Ability to suggest innovative approaches in completing job responsibilities.
6. Ability to work openly and cooperatively as a team member.
7. Ability to perform physical tasks to carry out specific job duties.

Minimum Skills Required:

1. Organizational abilities to prioritize tasks.
2. Flexibility to work with needed changes as they occur.
3. Cooperation and collaboration to work with multiple people and staff.
4. Connect with and support friends and members of our church.
5. Foster relationships within the community and beyond for the furthering of church ministries.
6. Creativity
7. Resourcefulness

Minimum Physical Expectations:

1. Physical activity that often requires keyboarding, sitting, phone work and filing.
2. Physical activity that often requires extensive time working on a computer.
3. Physical activity that often requires lifting under 25 lbs.
4. Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records or to work with children.
5. Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.

Minimum Environmental Expectations:

1. The Director of Youth Ministries position operates in various settings including office, classroom, remote (home) and offsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
2. Possible exposure to blood and bodily fluids or tissues.
3. Possible exposure to communicable diseases.