

Director of Youth Job Description

Hours: This is a part-time position, requiring approximately 15 hours per week on average. Presence at regularly scheduled youth functions on Sunday afternoons and as well as other special youth gatherings, plugged into a Sunday School class, whether attending a class or teaching and regular attendance at Sunday morning worship, is required. Other hours may be necessary for preparation, planning and counseling are flexible.

Objectives: It is the desire of Garris Chapel Church to have an active youth program that encourages and nurtures youth to develop a deeper relationship with Jesus Christ. We believe that our youth are a true blessing, but also present a tremendous responsibility to help them become committed and life-long disciples of Jesus Christ.

Qualifications:

1. Must be a faithful and mature disciple of Jesus Christ and have a theological and Biblical understanding of and respect for the beliefs and teachings of the church.
2. Must have a 4-year degree or a 2-year associate degree (can be in process), and at least two years' experience working with youth in Grades 6-12.
3. Must be an outgoing "people person" with good interpersonal skills and an ability to inspire, mentor, disciple, and nurture both youth and adult volunteers.
4. Must be an encourager, visionary and self-starter, and have the ability to work with minimum direction.
5. Strong organizational and teaching skills.

Primary Roles and Purposes of Position:

1. Support and enforce the church's "Safe Sanctuaries" policy
2. Plan, coordinate and lead all Garris Chapel Youth events and activities
3. Coordinate and lead parent meetings
4. Coordinate regular service projects and other events, including fund-raising
5. Serve as a mentor to youth, especially in spiritual matters
6. Coordinate and lead efforts to reach out into the community and recruit youth and their families
7. Coordinate summer plans (missions, retreats, camps, recreation, etc.)
8. Assist in planning, leading, and teaching Vacation Bible School

Supervision and Reporting: Reports to and serves under the daily supervision of the Lead Pastor, with oversight by the Staff Parish Relations Committee (SPRC). For the first 90 days, a 30, 60 and 90-day evaluation will be conducted. After the first 90 days, evaluations will be conducted twice a year at the discretion of the Lead Pastor and SPRC.

Job Duties Include, But Are Not Limited To:

1. Recruit volunteers to help with youth programs and events
2. Encourage everyone involved in the youth program to do their best and grow in their faith, while experiencing God's love and community with others
3. Work as a team player, supporting and encouraging other staff and volunteers

4. Communicate as needed with youth and their parents, as well as other staff and volunteers.
5. Understand and administer an annual budget, under the supervision of the church treasurer, finance committee and church council.
6. See that needed supplies for youth studies and events are ordered and delivered.
7. Coordinate and lead monthly meetings of the youth council for planning, implementing, and leading youth ministry in study, worship, fellowship, and mission.
8. Keep the youth facilities clean and orderly.