

**WAKE FOREST PRESBYTERIAN CHURCH JOB DESCRIPTION****Youth Ministries Leader/Coordinator**

<b>Reports to (supervisor's title):</b>	<b>Responsible for Supervising – position title(s):</b>	
<b>Associate Pastor</b>	<b>None</b>	
<b>Ministry Committee(s) providing direction:</b>		
<b>Discipleship</b>		
<b>Date Description Created/Updated</b>	<b>Labor Classification</b>	
<b>April 2010</b>	<b>30 hours</b>	<b>Exempt</b>

**POSITION SUMMARY**

This position provides spiritual leadership, planning and coordination of activities and events for the Youth Ministry of WFPC in conjunction with the Associate Pastor. It includes providing effective communication with the youth, parents, youth advisors and colleagues. It also calls for building strong ongoing relationships with the youth, parents, and volunteers by displaying strong faith, being openly missional, being a team player, and encouraging feedback.

**Education and Experience required for this position**

- Bachelor's degree in a related field from an accredited college with a minimum of 2 years working with youth ages 12 and up.
- Proven leadership and relationship-building skills with youth, parents, church members and staff.
- Demonstrated ability to work collaboratively with people from diverse educations and backgrounds (volunteers, staff, leadership, congregation members, youth and parents).
- Demonstrated effectiveness with interpersonal communications and writing skills.
- Excellent organization skills and ability to participate in effective planning and to oversee implementation.
- Proficiency in Microsoft Office Suite and the communication tools used by youth ages 12 and up.
- Must be available for limited travel and irregular hours.

**KEY RESPONSIBILITIES / TASKS BY CATEGORY*****Youth Ministry Leadership***

- Chart the long-range course for the Youth Ministry at WFPC; review periodically. Make recommendations for and initiate new programs, as appropriate to the need.
- Serve as resource to the Youth Ministry Teams (e.g., suggesting materials / approaches)
- Prepare and review annual Youth Ministries budget. Make recommendations and adjustments.
- Lead the youth of WFPC as a positive role model directed toward Christ. Provide a consistent, visible presence, encouraging, guiding and praying for the youth of WFPC as they strive to grow in their relationship with Christ.
- Lead the recruitment and training of adult advisors assisting in the youth ministry programs and activities.
- Coordinate and lead the planning of special youth events. These may include, but are not limited to retreats, outdoor camping, sporting events, lock-ins, and local mission opportunities. Organizing and planning to be done together with parents, youth, church members/advisors – many of whom take the lead or support the administration of events.
- Coordinate the planning, fund raising and participation of WFPC youth in summer youth conferences and summer mission experiences appropriate to the ages of the youth. Initiate faith-building opportunities for youth. Leader/Coordinator role is to both participate and equip lead volunteers to administer implementation of these experiences.
- Provide oversight and leadership to the Youth Sunday School program: Recruiting, training and providing support to Sunday School Team.

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### Youth Ministries Leader/Coordinator

- Provide oversight and leadership to WFPC's Confirmation Ministry (8th grade year-long class, and Sr. High Intensified Programs.) Leader/Coordinator role is to focus on equipping others through coaching and materials)
- Attend Sunday worship services at WFPC and other church activities that may or may not be youth-related, as time permits. Provide a presence with churched and un-churched youth in local community youth activities that may include, but are not limited to, sports, drama, music, etc.
- Perform other duties as time permits. These may include for example; assisting in leading Sunday worship services, coordination of the Youth Sunday services in collaboration with other staff, attending presbytery education programs.

#### ***Administrative***

- Identify operational areas for improvement.
- Perform other tasks as directed
- Attend and participate in all church staff meetings and other church committee meetings where presence is needed.
- Complete timesheets and other required personnel forms and reports.

#### ***Functional Requirements***

- Must be able to travel to, enter and function in a variety of settings appropriate to the need.
- Must have sensory abilities to complete communication and documentation requirements of the job.
- This position may require lifting up to 30 pounds.

#### ***Environmental Factors***

- Knowledge of common safety hazards and precautions to establish a safe work environment.
- This position requires exposure to office machines with varying hazards, noise.
- This position requires frequent, repetitive hand movements and long-term eye exposure to a monitor when operating a computer.

#### **CRITICAL SKILLS & ATTRIBUTES**

1. **Inspiration/ Relate** - Ability to inspire, mentor and spiritually develop youth and youth leaders. Possess interpersonal skills that relate to today's youth culture
2. **Judgment / Critical Thinking**  
Ability to analyze problems or procedures, evaluate alternatives, and select best course of action; use of logic and common sense in decision making.
3. **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. **Communication / Speaking** - Talking to others to convey information effectively (clearly, openly and constructively). Ability to use the communication tools necessary to communicate with youth and parents of youth.
5. **Initiative and Resourcefulness:**  
Self directed, resourceful and creative toward meeting job objective; follows through on assignments and modifies or develops new ideas, methods or procedures to meet changing circumstances.
6. **Cooperation / Teamwork:**  
Builds and maintains work relationships and contacts needed to effectively address problems and opportunities associated with their position. Active in resolving workplace conflicts, willingness to undertake assigned projects, and the employee's support for WFPC goals and endeavors.
7. **Planning and Organizing Effectiveness:**  
Effectively plans, organizes and implements tasks or programs. Meets deadlines, maintains a clear grasp of daily tasks, and prioritizes duties in a manner consistent with organizational objectives and emergencies. Manages tasks or program assignments including follow-through and delegation.

**SESSION APPROVAL DATE: April 2010**

I have read and understood the requirements for this position and I can perform the essential responsibilities for this position.

**Employee Signature**

**Date**