

## **Assistant Director of Youth Ministries**

**Reports to:** Director of Youth Ministries

**Status:** Part Time (15-20 hours/week)

**FLSA:** Exempt

### **Job Summary**

The Assistant Youth Director will work to develop a sound Christian foundation for youth at Lake Murray Presbyterian Church by providing theological insight and understanding of how scripture is relevant and equipping them with the knowledge and ability to articulate and live out their faith. In addition, the Assistant Youth Director will work to create and develop a relational ministry with JJs (4<sup>th</sup> and 5<sup>th</sup> grade) youth and their families at Lake Murray Presbyterian Church in Chapin.

### **Essential Functions:**

- Provide spiritual leadership to 4<sup>th</sup> and 5<sup>th</sup> grade students and their families, equipping students to be followers of Christ
- Create a safe haven for students to interact with others, provide mutual support for each other, and explore their faith
- Initiate relational time with students in one-on-one, small and large group settings; as well as relational time with their families.
- With input and guidance from DYM, plan and coordinate Children's Consignment Sale Fundraiser twice a year
- Coordinate and plan weekly meal schedule/volunteer signups for Sunday night Youth
- Promote and encourage leadership among students and adult volunteers
- Plan, implement, and evaluate educational, fellowship, and mission opportunities for Older elementary youth
- Recruit and assist in training adult volunteers to serve as teachers, advisors, mentors, and partners in ministry
- Communicate effectively and consistently with families and youth
- Help coordinate and plan special events for Children and Youth: VBS, Easter Egg Hunt, Trunk or Treat
- Strive to incorporate younger youth in all aspects of the church's life and within the greater Church
- Assist the Director of Youth Ministry in constant evaluation of existing ministry programs, building new programs, and discontinuing old programs when appropriate
- Have office hours for at least 5 hours throughout the week
- Must be a team player and be an advocate for LMPC's Youth Ministry

### **Other Responsibilities:**

- Participate in staff, committee (Christian Ed-3<sup>rd</sup> Wed of the month and YSC (2<sup>nd</sup> Sunday of the month), and planning meetings
- Network within the Columbia and PCUSA communities to develop and share ministry ideas
- Be willing to chaperone youth trips as needed
- Assist as needed Sunday morning with Children and youth Sunday School and Children's Church/Nursery

▫ Other duties as assigned by the Director of Youth Ministries

**Minimum Qualifications:**

- Ministry experience in a church environment
- Bachelors degree (Professional work experience of 4 years may be substituted for degree requirement)
- Ability to plan and travel with youth on mission trips and retreats
- Ongoing, vibrant commitment to learning and growing in personal relationship with Jesus Christ through continuing education and professional development opportunities

**Benefits:**

- Annual Salary: \$18,500-\$20,000
- 2 weeks paid vacation each year
- \$1,000 Continuing Education allowance
- \$50/month cell phone allowance