

JOB DESCRIPTION

Position: Youth Programs Ministry Coordinator
Job Classification: Non-Exempt; Part-Time (Hourly)
Accountable to: Pastor/Head of Staff
Hours: Weekdays Hours-Flexible; Sundays: 9:00 am Sunday School, 10:00 am Worship, 5:00-7:00 pm Youth Group, Flexible; Special Events (*Montreat, mission trips, conferences*)
Job Purpose: To coordinate South Aiken Presbyterian Church's youth programs of the middle and high school youth.

Qualifications:

1. Must offer a Christian example, upholding Christian values and morals to the youth and congregation of South Aiken Presbyterian Church
2. Must hold a valid driver's license.
3. Excellent written and verbal communication skills.
4. Proficient in Microsoft Software (including Word, Excel, PowerPoint) and a variety of social media platforms.
5. Experience of participating in and coordinating youth programs.
6. Ability to relate to young people AND keep a professional distance is required.
7. A self-starter with strong organizational and time management skills.
8. Must possess an outgoing, encouraging attitude, and commitment to youth.
9. Must demonstrate the ability to develop effective interpersonal relationships with youth and parents.
10. Must be dependable, predictable, polite, cooperative, and tactful.
11. Must have the leadership skills to develop, plan, and conduct a youth program and its activities.
12. Must have an understanding of biblical knowledge and the ability to engage Christian fundamentals to youth.
13. Must have some understanding of Presbyterian creeds, doctrines and church policies.

Compensation: \$16-\$20/hour. Federal Holidays off.

Primary Duties and Responsibilities:

1. Coordinates all youth programs and opportunities (*with Christian Education Elders*).
2. Will attend and work with Christian Education Ministry Team.
3. Meet with Christian Education Elders once a month or as needed to plan and implement youth programming.
4. Promote, plan, and assist in leading Sunday night youth activities.
5. Support and assist in the implementation of the child protection training.
6. Assist elders conducting youth team meetings.
7. Will help recruit volunteers for all youth ministry programs.
8. Will plan and implement special programs, events, retreats, and fundraisers for youth ministry with approval of the Session.
9. Work with the Director of Children and Young Family Ministries.
10. Communicate and promote youth ministry opportunities through newsletters, AIMS, church bulletin, bulletin boards, electronic mediums, etc.
11. Listen to youth related concerns, problems, or issues to encourage them from a biblical perspective.
12. Connect and maintain a rapport with all the youth members of the church.

Interested: Send resumes to pastor@southaiken.org, 803-648-9574