



## **Assistant Director of Youth Ministry**

### **Sunnyvale Presbyterian Church**

**POSITION DETAILS:** Part Time (10-20 hours); flexible hours, can work remotely; expected to be present as staff liaison during online programming for youth; will help to adapt retreats for online; attend Monday Youth Ministry staff planning meetings and monthly Youth Ministry Advisory Team meetings

**POSITION REPORTS TO:** Director of Youth Ministry

**PAY:** \$22/hr (minimum)

**TO APPLY:** Please email resume and cover letter to [youth@svpc.us](mailto:youth@svpc.us)

**PLEASE NOTE:** This is a one-year position, meant to support youth ministry during online and remote ministry for the August 2020-August 2021 church Program Year.

**PURPOSE OF POSITION** At Sunnyvale Presbyterian Church (SVPC) our mission is to be "Rooted in Christ and Reaching out in Love." Having a strong Youth Ministry program that loves and nurtures our middle and high school aged students is critical to this mission. As the Assistant Director for Youth Ministry you will develop communications, programs, and relationships (online for this season) in support of SVPC Youth Ministry. You will provide consistent and reliable support and volunteer management for Youth Ministry team members, both staff and volunteers, so that SVPC can nurture faithful and healthy youth (grades 6-12) community members. This includes working with church members (both active and inactive), visitors, and conducting outreach to the external community. You will become an integral part of the lives of our youth, demonstrating concern for their well being and building relationships with students and parents at church activities as well as in their lives outside of church functions (such as school functions or sporting events.) Given the shift to remote ministry, your work will be predominantly online, and you will play an active role in adapting previous programming to work in a remote/virtual environment.

### **PRIMARY RESPONSIBILITIES**

- **Craft and circulate communications** that keep youth, advisors, volunteers, and staff engaged and informed.
- **Deliver programming that nurtures our youth** including leading Wednesday night Middle School (FLASH) and our High School (CLUE) student programming. You will supervise our High School leadership programming (TMNT)--from selecting content to managing volunteers--as well as adapting signature programming/events (e.g. FLASH and CLUE online retreats) to work in a remote/virtual environment.
- **Build relationships with students and parents** by attending worship and supporting youth involvement in small groups (4x yearly series of 8-10 weeks). This includes recruiting and supporting volunteer leadership, supporting the Director in curriculum planning, and recruiting youth to participate.
- **Provide operational and logistic support** for weekly programming, retreats, special events (e.g. special events in worship or fundraisers) and training. You will manage attendance, budget reporting, and Safe Church records.

## QUALIFICATIONS

- Relationally strong: trustworthy, warm, and considerate for the needs of others in ministry
- Exhibits strong connection to youth, especially middle schoolers
- Can communicate efficiently, compassionately, and swiftly over email and video call
  - Excellent grasp (or quick learning) of online editing products such as Google Drive, Canva, Constant Contact, Blit, Square Space, and Zoom
  - Mastery of social media
- Highly organized and self-motivated individual who can stay within required deadlines; task- and detail-oriented; can identify opportunities for improvement
- Mastery of the online world--competence leading video calls, setting up online meetings, and crafting online communication

## EXPECTATIONS

- Work 10-20 hours per week (recorded on timecard)
  - Hours are flexible, with the knowledge that applicants must be available to meet communications deadlines (often on Sunday mornings) and be available for programming on Wednesday nights
  - Attend recurring and special events (remotely through video call)
    - Wednesday programming for middle and high schoolers (online)
    - Youth Team Weekly Check-in Meeting (Monday afternoons)
    - Sunday Worship (twice a month)
    - Small Groups or Confirmation Class (periodic Monday nights, remotely through Zoom)
    - Youth Advisory Ministry Team (a group of volunteer church leaders and parent volunteers) meetings, monthly
    - High School leadership meetings (twice monthly, Sunday afternoons)
    - Advisor trainings (monthly, Sunday nights)
    - *If possible:* Staff Break (Tuesday mornings)
- Willingness to hold confidential certain sensitive information related to pastoral care of youth and their families
- Meet clear, open, honest, and kind communication standards
- Be comfortable in a fast-paced and progressive environment
- Demonstrates flexibility in a changing ministry environment
- When speaking about God for youth communications and programming, agree to the following community norms for working within SVPC Youth Ministry:
  - *We seek to always make God bigger, our theology deeper, and our love for the world wider.*
  - *We agree to use expansive language about God.*
  - *We agree to see each child in the programming as a child of God.*
  - *We agree to model adulthood authentically. We consent to learn in public and be honest about our doubts. We don't have all of the answers and we know faith is often messy and ambiguous.*
  - *Use a restorative (not punitive) justice model when it comes to discipline: we repair where harm has been done and heal together as a community.*
  - *We agree to honor difference and mystery in our theology. We reject all forms of language about people that is ageist, racist, sexist, and othering.*