

Director of Youth Ministries: Full Job Description

Reports to: Senior Pastor / Single Board of Governance **Status:** Part-Time (20 Hours/Week)

Role Purpose

To lead, grow, and spiritualize the youth community at UMCTO. The Director focuses on four primary pillars: Spiritual Modeling, Program Administration, Faith/Justice Equipping, and Congregational Integration.

1. Program Administration & Engagement (40%)

- **Weekly Programming:** Conduct weekly fellowship meetings for Junior and Senior High youth, balancing worship, service, and learning.
- **Operational Management:** Develop and manage the youth budget in collaboration with the Youth Council and the Single Board of Governance.
 - Track attendance and produce monthly reports to identify outreach opportunities.
- **Communications:** Manage all youth-related social media, email, flyers, and digital calendars to keep families informed.
- **Community Connection:** Maintain consistent "office hours" and attend youth events in the community (school plays, sports, etc.).
- **Volunteer Care:** Recruit, orient, and train adult volunteers to ensure all events are safely and effectively staffed.

2. Faith Formation & Service (30%)

- **Deepening Faith:** Promote and lead Sunday Bible Studies, conference camps, and retreats that move youth toward a deeper commitment to Christ.
- **Mission & Justice:** Organize service opportunities, specifically including the Sierra Service Project (SSP) and Vacation Bible School (VBS).
- **Leadership Development:** Train young people for leadership by utilizing the Youth Council and planning committees.
- **Confirmation:** Support the Pastor in the Youth Confirmation process by identifying and coordinating mentors for students.

3. Congregational Integration (20%)

- **Worship Leadership:** Empower youth to take active roles in Sunday worship and attend Sunday morning worship (scripture reading, music, ushering, or tech support).
- **Intergenerational Bonding:** Connect youth with adult mentors and mission teams to build relationships across all ages.
- **Advocacy:** Attend monthly Single Board of Governance and weekly staff meetings to ensure youth interests are represented in church decisions.
- **Connectionalism:** Network with other Methodist youth groups and participate in District/Conference-level events.

4. Spiritual Leadership & Modeling (10%)

- **Spiritual Mentorship:** Serve as a spiritual leader, modeling prayer, patience, hospitality, and a joyful Christian attitude.
- **Community Presence:** Regular attendance and active participation in weekly UMCTO worship services is expected as part of the Director's visible leadership and spiritual modeling among our community.
- **Professional Growth:** Commit to being a continuous learner in youth ministry trends and theological development.

Success Indicators

1. **Vibrancy:** Youth feel a sense of ownership and belonging within the UMCTO community.
2. **Consistency:** Programs are well-organized, communicated clearly, and executed on schedule.
3. **Integration:** Youth are visible and active participants in "adult" church life.

Director of Youth Ministries - Part-Time Job Posting

The United Methodist Church of Thousand Oaks – Thousand Oaks, CA

About the role

UMCTO seeks a creative, faithful, and relational part-time Youth Director to lead and grow a vibrant new ministry with middle-school and high-school students in meaningful relationships, faith formation, and service. This position is an exciting opportunity for a creative and motivated leader who enjoys building something on top of an existing foundation, empowering volunteers, and helping youth discover God's presence in their daily lives and connecting youth to the broader mission of the church.

Key Responsibilities

- **Grow, lead, and sustain** youth programs for middle and high school students, including weekly gatherings, service projects, retreats, and special events.
- **Equip youth for service projects and initiatives of service and justice** in the church and local community, helping them put their faith into action.
- **Integrate youth into the full life of the congregation**, encouraging participation in worship, service, and intergenerational relationships.
- **Communicate with and engage parents**, building a supportive network of volunteers and advocates for the Christian development of their youth.
- **Collaborate** with church staff and lay leaders to align youth ministry with the church's mission and vision.

Qualifications

- A deep and growing Christian faith and a love for working with young people, consistent with the beliefs and practices of the United Methodist Church.
- Experience in youth ministry, education, or related fields (volunteer or professional).
- Strong communication, organization, and leadership skills.
- Ability to create a welcoming, inclusive, and safe environment for all youth.
- Willingness to work flexible hours, including evenings and weekends as needed.
- Provide spiritual mentorship and pastoral care to students, modeling a life of prayer and hospitality.
- Sunday morning presence on UMCTO campus is required.

Hours & Compensation

- Part-time position (approximately 20 hours per week).
- Hourly rate between \$30-\$35

To Apply

Please send a résumé, cover letter, and references to Rev. Rachel deBos-Haigler at pastor.rachel@umcto.org. Applications will be reviewed as received.

About UMCTO

The United Methodist Church of Thousand Oaks is a welcoming and inclusive congregation committed to making disciples of Jesus Christ for the transformation of the world. Grounded in the Wesleyan tradition, we value heartfelt worship, acts of service and justice, and growing together in faith and love.