

## Pilgrim Lutheran Church

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Youth Director	<b>REPORTS TO:</b>	Senior Pastor, Board of Directors
<b>STATUS:</b>	Part-time (generally 10 hrs./wk.)	<b>DIRECT REPORTS:</b>	Volunteer Staff (5-10)
<b>JOB CATEGORY:</b>	Exempt	<b>APPROVED:</b>	

#### POSITION OVERVIEW:

The Youth Director is responsible for providing Christian leadership for an integrated program that nurtures, directs, and supports Christian Jr. and Sr. high school youth and their families throughout their faith journey as they grow in their relationships with Christ. This position develops, plans, initiates and supervises Pilgrim Lutheran Church programs, activities, events and services for Jr. and Sr. high school youth and coordinates with other Church committees and groups as necessary.

Position may interact with members and non-member families and youth.

Position is a member of and supported by the Youth Committee in the planning and management of Sr. high school youth programs.

#### QUALIFICATIONS:

- A basic understanding of the Lutheran faith and traditions
- Four-year degree in a related field, i.e., education, psychology)
- Two or more years' experience in a leadership position with adolescent and youth development programs
- Computer/technology literate
- Maintain CEU's as requested by Pastor and Board of Directors

#### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in conflict resolution
- Skilled in Boundaries (2x2, child safety) training
- Strong written and oral communications skills, at all levels (leadership, staff, youth, parents)
- Ability to speak effectively to groups
- Approachable (easy to talk to) by teens, families, children, staff and community
- Ability to maintain confidential information
- Excellent listening skills (listen to understand)
- Effective negotiation and mediation skills
- Effective and results-oriented leadership
- Team oriented

### **ESSENTIAL CHARACTERISTICS:**

- Christian by affirmation of faith and example
- Upholds the standards of work ethics and integrity of the Pilgrim Lutheran Church.
- Role-models and maintains a Christian environment throughout the PLC
- Professional image - Neat, clean, pressed
- Self-directed and self-accountable for high standards
- Respectful and sensitive to the needs of youth and families
- Positive attitude and professional demeanor
- Safety conscious – follows all Boundaries (2x2, child safety), general safety and sanitation rules and policies

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (ALL PRIORITY 1):**

- Uphold and enforce all Boundaries (2x2, child safety), general safety and sanitation rules and policies
- Assess needs, interests, and desires of youth and their families so that Pilgrim Lutheran Church youth ministry remains relevant, responsive and vibrant
- Develop a programming calendar in coordination with the Youth Board
- Develop, implement, coordinate, and supervise youth programs for youth in grades 6 – 12 (Events may include group gatherings, service projects, inter-generational activities, fundraising, youth group Bible study, Sunday morning faith formation, and confirmation.)
- Meet regularly with the PLC youth (scheduling based on youth input and in coordination with the Youth Board)
- Communicate and meet regularly with youth, parents, Youth Board, congregation, and other committees as needed to facilitate events; and solicit feedback
- Integrate youth into the congregation through worship and service/discipleship, and participation of youth and their families.
- Network with other youth workers in the community to build relationships and learn from, and share with, the ideas and experiences of each other
- Engage in weekly contact with youth
- Plan/lead weekly youth event meeting and annual mission trip
- Attend weekly Pilgrim staff meetings and monthly Youth Board meetings.
- Produce quarterly reports for Pilgrim voter's meetings; submit monthly report to BOD and Youth Board
- Provide monthly written status reports to the Sr. Pastor and the Board of Directors, and to congregation as requested
- Oversee volunteer forms (including background checks) and youth forms (including consent and insurance/medical releases) on an annual basis and maintain confidentiality
- Plan, direct and lead occasional youth Sunday worship services in coordination with Pastor and Director of Christian Education
- Collaborate with Director of Christian Education on Vacation Bible School and other youth events/projects, as requested
- Facilitate/partner with neighbor congregations, Synod, and community agencies for occasional ministry and outreach events
- Perform additional responsibilities as requested by leadership

**PHYSICAL DEMANDS:**

- Sit for periods of 30 minutes to 2-3 hrs. at a time while working at desk on reports, developing programs, etc.
- Stand for periods of 30 minutes to 1 hr. while speaking to groups
- Run, jump, sit on the floor as necessary for participation in various youth activities
- 20/20 eye vision, with correction, to read/write documents
- Able to walk/move quickly throughout event and program areas
- Ability to hear over loud background noise (youth voices)
- Able to lift up to 50 lbs.
- Intermittent stooping, kneeling, reaching, throughout the events/programs for less than 15 minutes at a time

**WORKING CONDITIONS:**

- Standard church office setting
- Standard church activities, events and program settings (outdoor/indoor)

**I have fully read, understand and can perform all of the above, with or without accommodations.**

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**Youth Director**

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**Name Printed****Date Signed:** \_\_\_\_\_