

ALEY UNITED METHODIST CHURCH

JOB DESCRIPTION – Youth Director

SECTION I

General.

Aley (pronounced "A-Lee") United Methodist Church promotes respect, inclusivity and social justice for all people regardless of race, color, gender/gender identity, ethnicity or sexual orientation.

The Youth Director, Aley United Methodist Church, is an hourly, part time staff position of 20 to 25 hours per week. The Director is responsible for creating, leading and managing a ministry program that fosters the spiritual, personal and social development of Aley's youth (grades 6-12) so they have the opportunity to grow in their faith. This position should support the mission of the church to *Love God. Love People. Make Disciples*. The position works under the direction of the Pastor and is responsible through the Pastor to the Staff-Parish Relations Committee.

SECTION II

Schedule

The Youth Director is expected to work the hours necessary within 20 to 25 hours per week to prepare and deliver quality youth programming that is based on the specific responsibilities of the position. The schedule will include regular hours, some of which may be in the church office during regular Aley United Methodist Church office hours. Other required hours will be on Sunday mornings and Wednesday evenings. Youth activities may not be limited to these days or hours, in which case the Youth Director's hours will be adjusted accordingly.

Qualifications

Required:

- Strong and committed Christian faith with a passion to serve preteens and teenagers in their faith walk, and to model the Christian lifestyle
- An understanding of United Methodist theology to be modeled and taught to our youth
- Attend church worship experiences at Aley United Methodist Church
- Experience in participating in and/or leading church youth programs as an adult
- Good administrative and communication skills
- Capability to coordinate and direct adult servant volunteers
- Strong listening skills; ability to work as a team player
- Live in the city of Beavercreek (strong preference) or in a neighboring community such as Fairborn, Kettering, Bellbrook, Xenia, Springboro, Centerville

Preferred:

Bachelor's degree in theology, counseling, religious education or a related field from an accredited college or university

- Minimum of five years in youth leadership role

SECTION III**Specific Duties and Responsibilities**

Be an advocate for youth and inform the congregation about the hopes, concerns and needs of youth and the youth ministry.

- Help plan, develop and implement all aspects of a balanced youth ministry in the areas of worship, discipleship, mission and outreach, and including Sunday morning group and weekly youth group gathering
- Select all Sunday curriculum for youth and recruit teachers that ensure adequate adult to youth ratios to meet the Safe Sanctuary Policy.
- Provide biblical teaching and guidance to help youth develop the tools needed to apply their faith in daily life
- Coordinate and teach confirmation classes in partnership with the pastor. Provide leadership for confirmands, mentors and parents.
- Keep records of youth participation in Sunday Group and all youth activities.
- Manage the youth ministry budget.
- Mentor youth in developing their leadership skills.
- Recruit and train volunteers who work with youth in all aspects of the youth ministry and ensure adequate servant support.
- Be available to youth in a variety of ways at events and extracurricular activities.
- Communicate in a timely way about the youth program with parents, the congregation, church staff and leadership using available resources (email, website, church Facebook page, Sunday announcements, church newsletter and weekly update.)
- Ensure that the Aley United Methodist Church Safe Sanctuary Policy is being implemented, and that the **Supervision** section is **strictly followed** in all youth ministry settings. **No exceptions.** Above everything else, the Aley youth program must be a safe place for all youth.

F. Meeting Requirements

The Youth Director is required to attend Aley quarterly full staff meetings and once monthly office chats. Other committee meetings as requested.

Job Type: Part-time

Pay: \$20.00 - \$22.00 per hour

Expected hours: 20 – 25 per week

Benefits:

- Paid time off

Education:

- Bachelor's (Preferred)

Experience:

- Christian youth program: 5 years (Preferred)

Work Location: In person