**PRIMARY FUNCTIONS**

The Youth Director at First Congregational Church plans, implements and supervises the congregation’s children and youth ministries in consultation with the pastor and Board of Christian Education. Other duties may include assisting with Camp Fellowship, and facilitation of occasional church intergenerational activities in consultation with the appropriate Board(s).

**SUPERVISION**

The Youth Director functions under the direct supervision of the Pastor.  The Youth Director supervises, educates and coordinates volunteers as they work to enact the church’s mission to children and youth.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

* All youth activities will be performed in consultation with the pastor and CE Board according the church calendar:
* Through coordinating with responsible persons, planning and implementing children and youth ministries, including but not limited to: “Children’s Chat” during worship, Sunday School, Camp Fellowship Sundays, Christmas Youth Pageant, youth retreats and service opportunities, and children and youth participation in worship services.
* Recruiting, educating, and coordinating volunteers for children and youth ministries, and supporting those volunteers as they perform the church’s ministry to children and youth. Ensuring that all volunteers with youth programs submit, pass background checks, and sign Youth Protection Policy.
* Maintaining and/or update an annual children and youth education curriculum that fits with the First Congregational Church’s goals and beliefs
* Operating the youth program within the church budget.  Planning fundraisers for youth service trips and other youth group activities.
* Attending Christian Education Board meetings or other meetings as directed by the Pastor.
* Communicating regularly with the Pastor to adjust workload and assign tasks to volunteers to maintain the position within the budgeted salary.
* Being present for children, youth and the entire congregation on Sunday mornings.
* Assisting in planning and implementing Camp Fellowship annual activities along with monthly activities.
* Developing Youth (Pilgrim) Fellowship activities and encourage participation of youth and their parents.
* Developing youth activities for all age groups
* Other duties as assigned by the Pastor, including occasional assistance with intergenerational activities.
* As the church budget allows, participating in continuing education activities such as conferences, workshops and classes.

**JOB REQUIREMENTS**

**MINIMUM REQUIREMENTS:**

* Ability to work independently, including adjusting work hours to allow for work some evenings and all Sunday mornings as required by church and youth needs
* A clear understanding of children and youth, and their spiritual, emotional, and physical growth and development
* A strong commitment to working with and supporting diverse families, children, youth and volunteers; desire and ability to work and interact with persons of all ages
* Knowledge of and experience with religious education
* Ability to develop activities, in coordination with the pastor, that seek to increase youth attendance and family participation in First Congregational Church.
* Proven planning, administrative and organizational skills, including the ability to work with and/or lead teams as necessary
* Possess effective interpersonal communication, creativity and leadership skills to recruit, train and motivate children and youth ministry volunteers
* Ability to reliably maintain confidential information
* Proficiency in basic office and PC skills, including use of PC-based office software (MS Office, Google Docs), email, social media and other Internet-based applications
* Pass background check and sign Youth Protection Policy.
* Have a valid Driver’s License.

**DESIRED EXPERIENCE/EDUCATION:**

·        Bachelor’s Degree preferred

·        At least 3 years of educational instruction, volunteer management and/or other experience working with children and youth in church, school or other environment

**SALARY AND BENEFITS**

This is a part-time position (20 hrs/week) with a salary of $1560 per month. No other benefits are implied or provided.