

**Trinity United Methodist Church**  
**Job Title: Youth Director**

**Reports To: Senior Pastor**

**Essential Functions:**

1. Establish a program that engages a growing number of junior high and senior high students weekly.
2. Communicates with church staff, particularly Senior Pastor, about priorities and programs of youth ministry in such a way to gain their support.
3. Critiques, evaluates and assess the youth ministry alongside the Youth Advisory Council in the creation of the goals, priorities and direction for the ministry.
4. Creates attainable 1-year goals and 3-year goals, assessing and evaluating the goals on a yearly basis.
5. Works to recruit and maintain an active and effective body of Adult Youth Sponsors.
6. The Youth Director meets with youth ministry sponsors/leaders at least once a year, and checked in with them at least quarterly.
7. All weekly youth ministry sponsors receive training before they serve in the youth ministry, and ongoing training as they continue to serve the youth.
8. Communicates with youth, parents and volunteers of the church about any and all items pertaining to the youth group and church.
9. Attends and participates in worship services of the church, including youth in the invitation and leadership of services.
10. Prepares reports and budget requests for the congregation, Administrative Council and others as appropriate.
11. The Youth Director is visible at student events during the school year and volunteer leaders are invited to accompany him/her at those visits.
12. Continue to grow as a leader in the church by pursuing personal and/or professional educational opportunities.

**Spiritual Duties:**

1. Makes every effort to make disciples for Jesus Christ by:
  - a. Educating youth to articulate the doctrine and theology of the United Methodist Church,
  - b. Providing youth Bible Studies that reflect the theology and values of Trinity UMC and sharing the responsibility and experience with adult volunteers,
  - c. Counseling youth about service for Christ and providing opportunities for students to participate in missions and social justice,
  - d. Developing lessons that speak into student's daily lives.
2. Encourages students in their faith journey, visits students in the hospital and follows up with first time visitors.
3. Serves as a spiritual leader and role model for the church.
4. Is open to the expansion of the ministry to include the spiritual formation for all ages and additional staff.
5. The Youth Director knows the names of every youth and parent on the rolls.

6. Along with the Director of Christian Education, builds and implements an energetic, engaging and creative Sunday School program for 6<sup>th</sup> – 12<sup>th</sup> graders.

**Qualifications and Requirements:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. College graduate or equivalent experience.
2. Strong leadership skills - such as the ability to understand the group needs and characteristics, has the utmost integrity and the ability to be decisive when necessary.
3. Excellent written and verbal communication skills, with the ability to clearly communicate detailed information to congregation and coworkers.
4. Excellent service skills with the ability to interact in a positive and professional manner to develop and maintain strong relationships with coworkers and congregation.
5. Ability to manage time effectively and prioritize tasks to meet deadlines.
6. Strong attention to detail and organizational skills.
7. Ability to maintain confidentiality.

**Physical Demands and Work Environment:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, bend, kneel, climb stairs and walk; use hand or arms. The employee must seldom lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
2. The work environment is usually a well-lighted, heated and/or air conditioned indoor setting with adequate ventilation. The noise level in the work environment is occasionally high. Occasional exposure to outside elements. This position requires some travel, which may involve exposure to extreme weather elements.

*This job description was reviewed with me and I understand that nothing in this job description restricts the Owner's right to assign, reassign or eliminate duties and responsibilities of this job at any time. This job description reflects the Owner's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, any time by Trinity United Methodist Church or myself.*

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_