

Westwood United Methodist Church Job Description

Position: Director of Youth Ministries

Specific Responsibilities:

Enable and oversee all aspects of youth programming and the spiritual growth of youth (Grade 6 through High School) in our congregation for the sake of helping them grow mature in faith through service, worship, study and fellowship.

Specific responsibilities include:

- Develop and implement theologically grounded Christian education program that focuses on the spiritual formation of the youth in alignment with the social values of the church.
- Plan, coordinate and lead youth group activities, including regular meetings, mission trips (e.g. SSP) and retreats.
- Plan and coordinate youth Sunday School, in collaboration other Sunday ministries and with other staff.
- Support and help equip youth for leadership opportunities within the church and Annual Conference.
- Be present on Sundays and other times to invite and welcome new youth.
- Communicate with the congregation and community about youth ministry, through our weekly newsletter, website and other media.
- Recruit, train and supervise adult volunteers with youth. Implement church policies, including our Safe Sanctuaries Policy, through all aspects of Youth Ministry.
- Participate in regular staff meetings.
- Plan and oversee Confirmation for Middle School Youth every other year, in collaboration with Senior and other Pastors.
- In consultation with the Finance Committee, oversee the annual budget and fundraising for regular activities and special retreats and trips.
- Support and promote the youth ministries of our Annual Conference.
- Connect youth to appropriate ministries of the congregation as a whole, including in worship, in service projects, and in congregational studies.
- In collaboration with the Pastor, provide pastoral and spiritual support for youth and their families.

Accountability: Senior Pastor and SPRC

Skills Required:

A mature Christian faith and an ability to think theologically are required, as well as the ability to:

- Relate easily to parents, youth and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, overseeing budgeting, planning effectively and clear communication.
- Climb stairs and lift approximately 35 pounds.

Desired/Preferred Skills:

- College degree and graduate theological education or experience training in youth ministry preferred.

Core Competencies:

- **Ethics and Values:** Honors the core values and beliefs of the organization in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices behaviors they advocate to others.
- **Passionate about working with young people:** Capable of connecting with young people; inspiring and encouraging their development.
- **Process Management:** Good at figuring out the process necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas, responds to situations with consistency and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the campus community; builds appropriate rapport; uses diplomacy and tact; avoids communication triangles.
- **Conflict Management:** Understands the dynamics of negotiation among conflicting interest groups and how to achieve mutual agreement; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Type/Hours: Part-time, 20 hours/week

*NOTE: This job description could be combined with our open part-time Director of Social Justice Ministries job posting for a full time position (40 hours/week) for a qualified applicant.