

BETHANY COMMUNITY CHURCH - JOB DESCRIPTION

Director/Pastor of Youth Ministry

- Summary:** The Director of Youth Ministry shepherds, leads, teaches, and supports the ministry of students, 6th grade through 12th grade. The Director also collaborates with the entire Family Ministry Team to love, inspire, and equip students, their families, and volunteers to express Christ in their daily lives.
- Location:** Bethany Green Lake
- Reports to:** Pastor of Children, Youth, and Family Ministries
- FLSA Status:** Exempt, Full-time

KEY RESPONSIBILITIES

1. Champion ministries and events serving students from 6th through 12th grade.
 - o Celebrate successes in the Youth Ministry so that the larger church is knowledgeable and supportive of the ministry.
 - o Advocate for needs in Youth Ministry.
 - o Ensure that parents, volunteers, church staff, and members receive timely communication regarding Youth Ministry as it relates to their experience at Bethany Green Lake.
2. Recruit, equip, and retain volunteers through caring and attentive leadership.
 - o Recruit and train enough volunteers to provide excellence in ministry to all elementary age children and families attending Bethany Green Lake. This includes lead teachers, assistant teachers, greeters, event coordinators, and other positions as needed for both school-year and summer ministries.
 - o Develop a volunteer leadership team in which each member assumes a load-bearing role.
3. Participate in the planning, implementation, and continual improvement of classes, activities, and special events in collaboration with staff and volunteers.
 - o Ensure that curriculum is age-appropriate and teacher friendly, edited to suit the needs of the children and volunteers, and consistent with Bethany's theology.
4. Develop caring relationships with students, families, volunteers, and the congregation of Bethany Green Lake.
5. Provide a caring and safe environment for students anytime they are on campus or participating in Youth Ministry activities.
 - o Understand and communicate the policies and best practices to volunteers and parents as they relate to student's safety
 - o Work to ensure that a warm welcome and spirit of support is communicated to parents and students.
6. Participate as a member of the Family Ministry Team, Bethany Green Lake and Bethany Community Church Staff, and perform other duties as the situation assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Able to build, train, and lead a team of leaders and volunteers
- Enjoys students and developing in them a lifelong passion for following Jesus
- Gifted as a leader and teacher of students, ages 11-18 and conversant in faith and youth development
- Ability to manage both people and financial resources, experience preferred
- Contagious enthusiasm for learning
- Computer skills in Microsoft Office, including Word, Excel, and PowerPoint
- Master's degree preferred
- Maintain First Aid/CPR Certification
- Possesses excellent verbal, written, and interpersonal communication skills, gifted in public speaking.

OTHER SPECIFICATIONS

- Work Schedule:* Typical schedule Sunday through Thursday timeframe, with some evenings and early mornings required, 40 hours/week
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 40lbs.
- Working Conditions* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.
Non-smoking building and environment.
- Compensation:* Dependent on experience
- Benefits:* Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.