



139 Main Street, Little Falls, NJ 07424

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| Job Title: | Youth Coordinator (Part Time) | Job Category: | Youth Ministry |
| Department/Group: | LFUMC Staff | Job Code/ Req#: | n/a |
| Location: | Little Falls UMC 139 Main Street Little Falls, NJ 07424 | Travel Required: | As approved, will organize and supervise youth trips and events. |
| Level/Salary Range: | | Position Type: | Part Time |
| HR Contact: | Peter Dewes Chair Staff Parish Relations | Date Posted: | |
| Will Train Applicant(s): | Experience required | Posting Expires: | |
| External Posting URL: | Post on littlefallsumc.org | | |
| Internal Posting URL: | | | |
| Applications Accepted By: | | | |
| EMAIL: INFO@LITTLEFALLSUMC.ORG Subject Line: Youth Coordinator | | MAIL: LITTLE FALLS UNITED METHODIST CHURCH 139 MAIN STREET, LITTLE FALLS, NJ 07424 RE: Youth Coordinator | |
| Job Description | | | |
| <p><u>General Purpose of Position:</u> To build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model.</p> <p>ROLE AND RESPONSIBILITIES</p> <p><u>Organizational Relationship and Supervision:</u> The Director of Youth Ministries (DYM) reports to the Pastor for spiritual and ministry guidance. The Pastor, in cooperation with the Staff Parish Relations Committee (SPRC), provides an annual evaluation of the DYM's performance. The DYM will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist <i>Guidelines for Youth Ministries</i>, local church policy as determined by the Charge Conference, Pastor, and Staff Parish Relations Committee. Attendance at the following meetings is expected: Weekly Staff Meetings, Administrative Board, Education Committee, and any such as may be deemed necessary by the SPRC.</p> | | | |



The Primary Task:

There shall be a comprehensive approach to the development and implementation of the youth ministry at all levels in the connectional system of the United Methodist Church and in all ministry areas of the local church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth where they are
- encourage youth in developing their relationship to God
- provide them with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and world

Responsibilities:

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach
3. Support and guide the work with Church leadership in an annual process of evaluating the vision and goals of the youth ministry and directing monthly planning sessions
4. Mentor youth in developing their leadership skills
5. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities
6. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios
7. Be a liaison between the church and other community organizations, people, and resources that relate to youth and youth ministries; examples include GEMS and TREKS organizations
8. Coordinate with Sunday school superintendent regarding curriculum for youth in grades K-8
9. Coordinate with Pastor concerning Confirmation classes, providing leadership for confirmands, mentors, and parents beyond the classroom
10. Work in partnership with the Evangelism Committee to effectively reach youth in the community and develop a strategic youth ministry outreach plan
11. Keep records of youth participation and manage the youth ministry budget
12. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.)
13. Ensure communication with church staff and leadership, parents, and the congregation as a whole
14. Make yourself available to youth in a variety of ways (*i.e.*, lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
15. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality
16. Ensure that the Child Protection Policy is observed in all youth ministry settings

Qualifications and Aptitudes:

1. Must embrace Christian discipline
2. Knowledgeable about United Methodist doctrine and theology
3. Degree(s) and/or Professional Certification in Youth Ministry in the United Methodist Church is desired; equivalent experience will be considered
4. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church
5. Must have excellent written and verbal communication skills, conflict management skills, and computer skills
6. Must possess a proven ability to work effectively with youth, diverse individuals, and teams



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| ADDITIONAL NOTES | | | |
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| Additional Notes | | | |
| Reviewed By: | SPRC | Date: | 3/19/17 |
| Approved By: | SPRC | Date: | 3/19/17 |
| Last Updated By: | Name | Date/Time: | Date/Time |