

## **Youth Coordinator**

The Youth Coordinator initiates and oversees quality Christian education and Christian formation programs for youth attending Foundry United Methodist Church. He or she will work with lay leadership, volunteers, and adult leaders to develop and implement programs that are theologically challenging and relevant to the real life issues teenagers often experience.

The Youth Coordinator will work with youth, parents, and other laity to shape new and innovative ministry programs that support faith development, service, connections, celebrations, and sharing. In particular, he or she will build on Foundry's commitment to teach our youth, to learn from our youth and their experiences.

This position is a part-time position.

Base Hours: TBD

Hourly Rate: TBD – based on experience

Benefits: Paid sick time and vacation time; pension opportunities after one year

To apply:

Send resume and cover letter to Theresa Thames, Director of Challenging Study Ministries at [tthames@foundryumc.org](mailto:tthames@foundryumc.org).

No phone calls please.

Application deadline: February 1, 2012

## **Job Description Youth Coordinator**

**Reports to:** Director of Challenging Study Ministries

**Directly Supervises:**

**Status:** Part-Time

Date Prepared: 1/1/2012

**FLSA:** Non-Exempt

Last Date Revised: 1/1/2012

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### **Essential Functions**

- Create and communicate vision and goals for the youth ministry
- Develop a team of volunteers who are committed to the vision and ministry of Foundry UMC and youth
- Grow the number of youth participating in youth ministry annually
- Promote the spiritual and formational development of youth through education and worship participation
- Design and promote learning opportunities for youth and their families
- Manage the Youth Ministry budget
- Oversee the planning and ministry of youth mission trips
- Plan yearly youth events and activities (Confirmation, Youth Sunday, retreats, and lock-ins)

### **Other Responsibilities**

- Participate in Program and full staff team meetings, staff trainings/retreats, and team building opportunities.

### **Qualifications**

- Person of Christian faith and good moral character who provides a model of the faithful life for youth and adults
- Love of young people and desire to see them become mature disciples
- College degree

### **Core Competencies**

- **Interpersonal Skills:** The Youth Coordinator must demonstrate the ability to lead others, build capacity and demonstrate skills of active listening while openly accepting responsibility and criticism. He or she must productively engage and resolve interpersonal conflict, and display a level of maturity that ensures that appropriate boundaries are in place and the Safe Sanctuary policy is implemented. He or she must hold others accountable, while positively engaging and motivating people in ministry.

- **Team Building Skills:** The Youth Coordinator must create and communicate vision, direction, and goals for the team. He or she will participate in staff meetings and team planning activities. He or she will relate Foundry's vision and priorities with youth and youth leaders and work with leaders regularly to assess the health of teams and groups. The Youth Coordinator must recognize dysfunctional team behavior and redirect it into functional behavior.
- **Management Skills:** The Youth Coordinator must demonstrate commitment and flexibility to regularly meeting with youth and youth leaders; understand their personal leadership styles and temperament type; and adapt leadership behaviors to meet the needs of the situation. He or she must delegate, empower, and hold leaders accountable, while using available resources (people, funding, material, support) to meet goals.