



Littleton United Methodist Church

Job Description: *Director of Youth Ministries*

The Director of Youth Ministries is part of the professional church staff with specific responsibilities for the creation and administration of Youth Ministry programs for students grades 6-12. These programs center around Retreats, Fellowship, Education, Spiritual Formation, Mission, Outreach, Affirmation, and Worship.

Supervised by: Senior Pastor

Hours per Week: Full-Time Professional Staff (40-hours/week)

Qualifications:

- Bachelor's degree in related field
- Experience in Christian Education with an emphasis on Youth and Family Ministry
- Experience in Program Development
- Ability to envision, design, create, implement and evaluate a multi-faceted Youth Ministry.
- Ability to recruit, train, manage, and empower volunteers
- Education in Spiritual Formation
- Familiarity with the United Methodist Church
- Ability to relate and work well with youth
- Ability to communicate with youth, families, and volunteers
- Ability to articulate an overarching mission for the ministry and speak to the roles each piece of programming seeks to accomplish

Responsibilities: (not an inclusive list)

- Responsible for the administration of Youth Sunday School and UMYF.
- Responsible for coordinating work with other staff and volunteers.
- Responsible for recruiting, training, and supporting Youth Sponsors/volunteers.
- Responsible for researching and selecting curriculum for Middle School and High School youth to be used at Youth Sunday School and Confirmation classes.
- Responsible for developing student leaders and for guiding and supporting the Youth Council.
- Responsible for supporting LUMC's Small Group Ministry for Youth.
- Responsible for designing and implementing programs including but not limited to: midweek Bible Studies, FastBreak Sports, Girls & Guys ministries, Breakfast & Lunch Groups), weekend retreats and mission trips for middle and high school students.
- Responsible for Youth Ministry Marketing and communication.
- Responsible for submitted a budget for youth ministries from funds in the operating budget and the fund accounts.
- Responsible for compliance with the Safe Sanctuary Policies and Preparedness Plan for all Youth Ministry activities.
- Responsible for keeping up with continuing education
- Responsible for supporting and embracing the mission and direction of Littleton UMC.
- Responsible for encourage growth in the youth program through openness to new and creative ideas administered by sharing responsibility with youth, their parents, staff and clergy and volunteers.

Salary: Dependent upon qualifications and experience.

Salary Range: \$33,000 to \$60,000

Revised April 2019