

Union Church Youth Director Job Description

Title: Youth Director

Hours: 40 hours per month / approximate 10 hours per week

Salary: commensurate with Church budget and experience

Start date: July 1, 2009

Job Summary: Youth Director, in conjunction with the Christian Education Board and the Director of Christian Education, is responsible for planning, coordinating and overseeing activities for the senior and middle high school youth to promote fellowship, spiritual development and ministry involvement. The Youth Director will work collaboratively with the Christian Education Board, Director of Christian Education and the Pastor regarding programs, budget, and space / planning for these groups.

Accountability: The Youth Director shall be accountable to the Christian Education Board, the Director of Christian Education and the Pastor. Additionally, the Youth Director shall serve as a colleague in working toward the strength and growth of the ministry of Union Church.

Program Responsibilities:

- In conjunction with the Christian Education Board, is responsible for middle and senior high youth fellowship events planning
 - Christian faith development, service and “fun” activities
 - Planning, notification, coordination and chaperoning of activities
- Develop a leadership structure for the youth programs
- Assist with integration of all youth into the general life of and ministry of Union Church

Administrative Responsibilities:

- Attend monthly and special Christian Education Board meetings
- Develop and maintain budgetary responsibilities for the youth programs to submit to Director of Christian Education and Christian Education Board
- Maintain up to date records of all youth programs
- Work with the ministry team on youth and education priorities
- Collaborate with other Boards
- Attend staff meetings
- Ensure the preparation and submission of the monthly Consider article and youth information

Qualifications:

- A person of progressive Christian faith
- Adhere to the principles of Union Church

- Possess the disposition to work with all ages of children and youth
- Possess an interest in children/youth and their lives
- Understand and maintain confidentiality
- Demonstrate flexibility and enthusiasm
- Demonstrate the ability to work independently and in a professional manner
- Maintain a collegial attitude and be a team player
- Be able to effectively communicate with children, families and other people in the church community
- Minimum requirement of a high school diploma; Bachelor's degree preferred; or combination of course work and workshops related to Christian Education

Background Check: The Youth Director shall submit to and pass a background check prior to employment.

Professional Evaluation: The Pastor, Personnel Committee, Director of Christian Education and representation from the Christian Education Board will complete an evaluation at 3 months and 1 year from hire.

Terms of Termination: Thirty days notice of termination of this contract by all parties of this contract is expected.

If interested in being the Youth Director at Union Church, please submit the following application materials:

- 1) a letter of intent detailing why you are the best person for this position,
- 2) an updated resume highlighting your education and experience applicable to this position, and
- 3) at least 3 personal and professional references with their names, job title (if applicable), how you are acquainted, and the reference contact information.

All inquires and above application materials should be forwarded to:

Megan Purcell
c/o Union Church
CPO 2105
Berea, KY 40404

Telephone: 859-986-3725

Fax: 859-986-9260