Union Church  
Berea, Kentucky

**Position Description**

Position Title: **Youth Director**

Position Title of Supervisor: **Pastor**

Position Type: ☐ Full-Time ☒ Part-Time

Temporary Appointment Through (Date):

Expected Weekly Work Hours: 10

Classification: ☒ Exempt (Salaried) Nonexempt (Hourly)

Minimum Qualifications

* **Education required to ensure success in this position:** a Bachelor’s degree preferred; or two years’ equivalent experience working with youth
* **Experience** **required to ensure success in this position**:
  + Strong communication and conflict resolution skills to interact with youth, parents, and others
  + Administrative skills for program planning and implementation
  + Ability to ensure confidentiality
  + Strong interest in youth and their lives and development
* **Special Skills, Knowledge and Abilities**: Event planning and detailed recordkeeping.
* **License, certification, or registration necessary**: a valid driver’s license
* **Physical requirements**: Ability to lift and carry materials weighing up to 25 pounds.
* **Environmental conditions**: Routine office environment with interruptions and noise
* **Ability to operate the following vehicles or equipment**: Ability to operate a computer, telephone, copier, fax machine, and common office equipment. Ability to operate motor vehicles.
* **Travel Requirements**: Local travel involving driving within, and sometimes out of, Madison County, KY. One major event, such as a camping trip, each year.

**Brief summary of this position**:

The Youth Director is responsible for developing and organizing programs directed toward middle and senior high youth fellowship to aid their spiritual development. This position works closely with the Faith Development Board.

* Develop a sense of community both among young people, and between young people and the broader faith community.
* Design, organize and lead systematic and intentional adolescent religious development.
* Develop, design and lead outreach programs and retreats. Share faith and lead others to do the same
* Communicate a vision of youth ministry and advocate for youth and youth ministry within and outside the church
* Develop programming that educates and leads young people in justice, integrity, acceptance and community service

**Primary Duties and Responsibilities**

* Design and plan church youth events in collaboration with the Faith Development Board; and oversee fund-raising to fund special trips/events (e.g., youth camping event)
* Coordinate and chaperone events
* Develop a youth leadership structure, and help integrate youth into the life and ministry of Union Church
* Plan and implement the church’s confirmation program
* Plan and lead one major annual activity (e.g. camping trip, mission trip)
* Attend meetings: 1) monthly and special Faith Development Board meetings; and 2) weekly staff meetings
* Develop and maintain itemized youth-program budget, and submit to Faith Development Board; report activities and finances to the Faith Development Board each month
* Maintain itemized records of income and expenses; maintain monthly summary of activities and finances; and submit receipts to the Union Church Treasurer
* Maintain program/activity records/files which have been developed as part of this ministry, with shared access with the Faith Development Board
* Maintain confidential contact information about participating youth; collect and maintain other relevant information and records (e.g. special needs, parental permission forms, emergency contact information)
* Successful completion of background check and training in the Safe Sanctuaries policy at Union Church.

**Union Church Nondiscrimination Policy**

In keeping with Union Church’s inclusive Christian tradition and its emphasis on the dignity and worth of all people, the congregation values and embraces diversity. Employment, membership, and participation in any church activity is open to all without regard to ethnicity, race, skin color, gender, sexual orientation, gender identity, age, disability or religion.

Employment decisions are based on training, education and experience related to the requirements of each position. Due to the age and construction of the buildings, not all areas are easily accessible to persons with mobility issues. Union Church will provide reasonable accommodations to qualified individuals with disabilities within these limitations.