

Church Name/Logo

Staff Job Description

YOUTH DIRECTOR (FULL-TIME)

Written/Revised: DATE

Overview: The Youth Director serves (x hours a week or full-time) to assist the youth ministry in accomplishing its mission: (insert youth ministry mission statement in italics). If there is no working mission statement, move immediately to the instructions in the following paragraph.

The Youth Director oversees a ministry that seeks to help every 6th grade through 12th grade student in the name of the church youth directory make steps toward deeper maturity in Christ.

Responsibilities:

- Establish a program that engages a growing number of the Junior High and Senior High students weekly.
- Plan and promote all major events and weekly programming in such a way that the targeted number of youth participate.
- Know the names of every youth and parent on the rolls.
- Contact inactive youth or parents (at least 5) personally by e-mail or phone.
- Ensure that a representative on the youth ministry leadership team contacts each youth in the youth directory at least quarterly.
- Ensure that a representative of the youth ministry leadership team makes face-to-face contact with every student in the youth directory at least once a year.
- Be visible at student events once a week during the school year, and invite volunteer leaders along.
- Recruit all weekly youth ministry volunteers no later than 1 month before they are to begin serving.
- Ensure that all weekly youth ministry volunteers complete an application and receive training before they serve in the youth ministry, and continue to receive ongoing training and support.
- Meet personally with each weekly youth ministry volunteer at least once a year, and check in with them at least quarterly.
- Create and update event notebooks for each major event.
- Develop and distribute control documents in a timely fashion (the youth directory, the youth ministry calendar, calendar requests, event and trip registration forms, leaders Directory, first-timer directory).
- Update, distribute, and adhere to compliance documents (copyright licensing, background checks on volunteers and staff, etc.).
- Meet one-year benchmarks determined by the youth ministry leadership.
- Communicate with parents, both in writing and in person, leaving the avenues of communication open for concerns and suggestions of parents to be brought to the table.
- Seek out youth who do not typically attend worship and invite them to sit with you during the services.
- Communicate with the church staff, particularly the Senior Pastor, in such a way that they are informed and enthusiastically supportive of the priorities and programs of the youth ministry.
- Build and implement an energetic, engaging, and creative Sunday School program for 6th – 12th graders, along with the Director of Christian Education.
- Ensure that exceptional and personal follow up to all first-time visitors happens within a week of their visit.
- Troubleshoot problems in the youth ministry in a way that honors the concerns of those who brought them, and offers timely, creative solutions.

- Ensure that the “in-between the cracks” needs of the youth ministry are handled in a professional and timely manner, including: bulletin boards, photography, attendance, newsletters, bulletin and church school announcements, forms and registration.
- Share with volunteers the responsibility for teaching and leading Bible studies.
- Hear any special victories, concerns, challenges, or hospitalizations being faced by the youth and their families and, as often as reasonable, pass that information on to the youth leaders for personal follow up.
- Create, submit, and adhere to an annual youth ministry budget.

Reporting Relationships

The **Position Title** reports to _____ and has the following direct reports **(if any)**

- _____
- _____

Compensation: (Select one: Exempt or Non-Exempt: Employees who qualify as “**exempt**” are **exempt** from overtime regulations (and minimum wage laws), whereas “**nonexempt**” employees must be paid for every hour of overtime they work)

(There is no space between Compensation and the first bullet below. Remove any compensation items that do not apply).

- Rate: (\$/hour or \$/year)
- Paid Vacation:
- Health Benefits:
- Retirement:
- Continuing Education:
- This is an **exempt or non-exempt** position