

**Marion Salem UMC  
Youth Coordinator  
Job Description**

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:18-20.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Youth Coordinator is vital to the overall educational mission of Marion Salem UMC by ensuring quality programs and mentoring for youth in grades 4-12. The role of the Youth Coordinator is to build a sense of community within the youth of the church that provides an opportunity for both spiritual and social development. The Youth Coordinator is an integral part of the staff and, reports directly to the Senior Pastor and the Staff Parish Relations Committee

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

Actively lead the youth program at MSUMC and provide guidance and teaching for its members

- Create a welcoming, fun, and enthusiastic environment for youth to connect with one another and grow in their faith.
- Establish a Youth Council consisting of three adults and three youth from different families.
- Work with Youth Council to develop and publish a yearly plan with regular social, educational, spiritual, and/or mission oriented events meant to develop and maintain a vibrant program.
- Ensure that youth are given opportunities to experience servant activities and events on a regular basis, both locally and through an annual work mission event.
- Recruit and train adult mentors to participate in youth activities.
- Teach the Jr and Sr High Sunday school class.
- Partner with the pastor to lead a confirmation program that meets the needs of confirmands.
- Attend staff meetings as directed by the Senior Pastor to communicate and connect youth activities to the broader themes of the church.
- Develop and manage an annual budget as it relates to youth activities, and provide updates at Administrative Council meetings.

Build strong relationships with the youth and their families

- Grow the emerging youth program by proactively reaching out to youth within the church to assess their spiritual needs and encourage them to participate in activities like worship, Sunday school, youth group, retreats, mission trips, etc.
- Establish and maintain supportive appropriate relationships with youth and their families (for example, attending events of importance in their lives).
- Help youth seek, determine, and develop their gifts for ministries both within the church

and outside of the church.

- Connect the youth with the various interfaith opportunities in the area and United Methodist Youth activities in the East Ohio Conference.

Encourage growing levels of participation through strong marketing of the program

- Communicate in timely and effective ways with parents, youth and church staff.
- Provide communication and publicity for youth events through the web, social media, email, and monthly newsletter to inform the youth and their families and encourage church-wide support of the youth program.
- Plan and carry out purposeful events that provide opportunities for youth to invite unchurched students with the goal of building a growing community of passionate followers of Jesus.

### **QUALIFICATIONS**

- A personal commitment to Christ and Christian Education and support of the United Methodist tradition.
- Passion for inspiring youth and building relationships and a community of faith
- Experience in Christian education leadership roles
- Experience leading groups of youth—experience as a community service leader or as a youth counselor is preferred.
- Strong organization, planning, and communication skills

The candidate will be expected to attend at least one major training event or conference annually to continue their own education, and to regularly participate in worship services. The candidate must also read and agree to the Child Protection Policy as adopted by Marion Salem United Methodist Church. This includes agreeing to a background check. Upon selection, the candidate will be required to attain CPR certification.

## **KNOWLEDGE, SKILLS AND ATTRIBUTES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge of the Holy Bible.

### **Skills**

The incumbent must demonstrate the following skills:

- Ability to administer youth programs
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal, presentation and listening communication skills
- Effective negotiation and mediation skills
- Effective written communication skills
- Basic counseling skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level
- Stress management skills
- Time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Youth Coordinator may deliver programs in a variety of locations and may have to transport, lift and carry equipment and supplies. The Youth Coordinator will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain, and may also be involved in a number of high energy activities.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Youth Coordinator may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of youth and organizations. The Youth Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The youth activities may be noisy and busy making it difficult to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Youth Coordinator deals with youth who can, from time to time, be demanding and challenging. The Youth Coordinator must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.

## **SALARY AND BENEFITS:**

- Flexible work schedule of 20 hours per week
- Depending on qualifications, starting salary is between \$18,000-\$20,000 per year
- Benefits include 40 hours paid time off and national holidays as designated by the SPRC

## CERTIFICATION

Employee Signature	SPRC Chair Signature
PrintedName                      Date  I certify that I have read and understand the responsibilities assigned to this position.	Printed Name                      Date  I certify that this job description is an accurate description of the responsibilities assigned to the position.
Sr. Pastor Signature                      Date  I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.