

Southview United Methodist Church (SUMC)
Full-Time Youth Coordinator Position
Job Description
\$29,000-\$34,000

Purpose

The Youth Coordinator shall provide leadership and vision to program development, coordination, implementation, and direction to staff and volunteers who are committed to shepherding youth in sixth-twelfth grades. The coordinator will be responsible for helping the youth of SUMC grow in their commitment to Jesus Christ by building relationships and fostering a safe and supportive Christian environment.

Qualifications

- Have a strong Christian faith and a commitment to sharing God's love
- Preferably, have a degree in education or certification in Christian education by the Virginia Annual Conference or have equivalent experience and background
- Have a willingness to learn new skills through continuing education
- Have the ability to recruit, train, motivate and coordinate volunteers
- Have a cooperative spirit and good communication skills necessary to being a team member
- Have organizational and time management skills
- Have the ability to develop a budget and manage expenditures to stay within that budget

General Understandings

- Under the leadership of the pastor, the Youth Coordinator will include the study of the Bible and Christian principles while working with the youth.
- The Youth Coordinator will have a flexible schedule with primary availability on Sundays and Wednesday evenings.

Staff Relationships

The Youth Coordinator shall:

- serve as a member of the staff team and assume responsibility for the assignments of this position
- serve as a staff representative to the Church Council
- work under the daily supervision of the pastor and Staff/Pastor Parish Relations Committee (S/PPRC)

Responsibilities

- Develop trusted relationships with youth as a spiritual mentor and offer support to them and their families based on their needs
- Meet, welcome, invite, follow up with and help to integrate new families into the life of the church
- Be a liaison between the church and other community organizations, people, and resources that relate to youth ministries

- Support high school graduates by providing information to them on ways they can continue their spiritual growth as they transition to college or employment
- Develop and present to the pastor a plan to expand youth participation in SUMC programs as well as identify new programs that meet the mission of the church
- Establish a schedule of activities that is ongoing and regular throughout the year
- Seek to develop a Youth Council, which will be comprised of adults and youth, for the purpose of planning the activities for the youth of the church. The Youth Council and/or Youth Director will:

- ❖ Facilitate group spirit through recreational activities at the church or in the community
- ❖ Develop programming having to do with practical applications of Christianity as well as personal growth, intellectual growth, and fellowship
- ❖ Arrange logistics for service projects and retreats
- ❖ Secure parents to help with meals and activities as needed
- Develop and administer a budget for youth activities
- Recruit, train, motivate, and coordinate volunteers to work with youth
- Educate all persons working with youth in any capacity on SUMC Child Abuse Prevention Policy and Procedures. (i.e. Safe Sanctuary)
- Attend staff and committee meetings as appropriate
- Maintain attendance records as needed for Virginia Conference requirements
- Submit relevant information to appropriate person responsible for communicating church activities (website, bulletin, newsletter) as well as to Church Council

Employment Policy and Conditions

- Employment and salary, which shall be remitted monthly, is to be determined by the S/PPRC and approved by the Finance Committee and Church Council. The work week schedule, with an average of 40 hours per week, will be established in conjunction with the pastor. There will be adjustments to the schedule based on specific activities of the church.
- The Youth Coordinator shall be entitled to four Sundays per year as Paid Time Off (PTO). If more than four Sundays per year are taken off, pay will be reduced based on the hourly rate for the Youth Coordinator. The PTO days will not roll over to the following calendar year. Pay will not be affected for time off on Monday – Saturday as long as the Youth Coordinator is prepared to carry out all duties that take place on the following Sunday. All time off shall be coordinated with the pastor and the chairperson of S/PPRC in advance.
- For a new hire, the S/PPRC shall give an evaluation at the end of a 90-day probationary period of employment. Either party shall have the right to terminate employment during or after this probationary period without cause. For non-probationary staff, there will be an annual evaluation by the S/PPRC.
- Termination of employment by the S/PPRC shall be given in writing and become effective immediately.
- The Youth Coordinator shall provide a minimum of 30 days written notification of resignation to the S/PPRC. If any less notice is given, the employee shall forfeit that portion of the salary.
- Southview United Methodist Church is an “at will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with

or without cause. SUMC, the employer, has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause.

- All employees of Southview United Methodist Church will be expected to read and sign the SUMC Child Abuse Prevention Policy and Procedures. (i.e. Safe Sanctuary) as accepted by the United Methodist Church. As required in that policy, a background check will be conducted and reported by the Virginia State Police prior to finalizing employment.
- Continuing education monies may be available for training events, conferences, and workshops through a budgeted reimbursement account, with prior approval. Time away from the church for participation in such events shall be scheduled with the pastor and the chairperson of S/PPRC in advance.

Acknowledgement

I acknowledge that I have read and understand the job description for the position of Youth Coordinator at Huntington Court United Methodist Church.

Youth Coordinator Date

Chairperson, S/PPRC Date