

ST. STEPHEN'S UNITED METHODIST CHURCH

9203 Braddock Road, Burke VA 22015

Youth Coordinator Position

Reports to: Pastoral Staff

Status: Part-Time (20 hours/week)

FLSA: Non-Exempt

Pay Rate: \$20-\$25 per hour, variable based on experience

Job Summary

The Youth Coordinator works to fulfill St. Stephen's UMC's Youth Ministries' mission of "Connecting youth to a loving environment that fosters a relationship with God and our neighbor." As the overall Coordinator for a comprehensive youth program for 7th-12th graders and their families, the Youth Coordinator works with the pastoral staff and a team of church volunteers to develop a vibrant ministry based on its core values: welcoming, service-oriented, God-led, and fun. To apply, please submit your resume, along with a cover letter to office@ststephensfairfax.org.

Essential Functions:

- Program Planning and Volunteer Management
 - Plan and implement weekly Sunday night youth group sessions, which includes recruiting and equipping a robust team of volunteers.
 - Plan, and in some cases implement, special events, which may include mid-week fellowship opportunities, retreats, mission trips, and activities with partner youth groups. Implementation may be accomplished by partnering with other organizations such as the Jeremiah Project, the Appalachian Service Project, a local youth group cohort, and/or volunteer coordinators.
- Communication and Relationship Building
 - Engage with youth and their families directly to help build relationships with both the Youth Ministry Council and the larger church community.
 - Communicate regularly with youth ministry volunteers and parents/guardians of youth.
- Leading and Coordinating
 - Coordinate closely with the Youth Ministry Council, the council of lay volunteers responsible for youth ministry. Youth Ministry Council members assume primary responsibility for organizing and implementing key special events, including the Youth Ministry Kick-Off, Christmas Party, and Graduating Senior Celebration.
 - Coordinate with volunteer Sunday School teachers, who plan and implement the curriculum, to ensure they are incorporated into the overall youth ministry.

- Coordinate with the pastoral staff to organize confirmation class for 6th-8th graders. Pastoral staff assume responsibility for program planning and implementation.
- Serve as a key member of the staff leadership team.
- Administration
 - Prepare and manage the Youth Ministries budget.
 - Ensure that the St. Stephens' Safe Sanctuaries policy is carried out in all aspects of youth ministry.

Qualifications:

- An active Christian faith, with a passion for working with teenagers.
- Strong communication skills, including an ability to connect with both teenagers and adult family members and volunteers.
- An ability to provide a welcoming space for youth within the church.
- Program administration, event planning, and volunteer management skills.
- A basic knowledge of United Methodist theology and willingness to work within the United Methodist tradition.
- An ability to maintain confidentiality, along with an openness to seeking outside help when needed.
- An associate or bachelor's degree in a related field or equivalent education and experiences.