WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Assistant Director of Youth Ministry

Reports to: Director of Youth Ministry Effective:

Directly Supervises: N/A **Status:** Full-Time **FLSA:** Exempt

Job Summary

The Assistant Director of Youth Ministry helps connect, engage, and support middle school youth and their families in order to ensure that they experience a loving community, grow in faith, and serve joyfully. The Assistant Director will work with staff and volunteers to infuse a joyful and welcoming atmosphere into ministries that encourage youth to be actively involved in the life of the church. While the Assistant Director of Youth Ministry is the primary staff person supporting middle school youth, they will work collaboratively with the Director of Youth Ministry who serves as the primary staff person supporting high schoolers.

Essential Functions:

- Provide programming with a variety of activities both on site and off-campus that will
 appeal and attract many different middle school youth to participate in church activities.
 These include Sunday evening programming (Youth Group), Sunday morning Sunday
 school classes, retreats, overnights or lock-ins, mission trips, conferences and small group
 ministry.
 - a. In coordination with other staff and lay leaders, ensures all volunteer positions are filled in a timely manner with focus on parental involvement.
 - b. In coordination with other staff, assist with regular training for all volunteers both youth and adults.
- 2. Design and lead programs in a way that volunteer youth workers have used their own gifts to share in the program leadership and, in doing so, have been both affirmed and encouraged.
 - a. Provide leadership for the middle school leadership team that trains students in personal faith practices and group dynamics (hospitality, program development, public speaking and facilitation).
 - b. Provide leadership to a team of adult lay leaders who will plan and implement events and partnerships to minister to our fifth graders as they begin their transition to middle school.

- 3. Build relationships with youth, which also assumes building relationships with their parents, by regularly engaging the youth in a variety of contexts, including their church, school and community. Some examples are listed below:
 - a. Provide regular communication through student channels of emailing, social media, and the internal church database system.
 - b. Visit Middle School campuses for sporting events and other activities.
 - c. Provide opportunities for lunches, breakfasts, or other small group outings to get to know the youth and their parents in an outside-of-church setting.

Other Responsibilities:

- 1. Is available to regularly teach at events and works to become increasingly effective in communicating the essentials of the Christian faith to youth.
- 2. Partners with the Director of Family Ministry to edit and distribute the Sunday School curriculum to the Middle School Sunday School Teacher Team.
- 3. Partners with Elementary School Ministry to ensure a smooth transition from Elementary School to Middle School while staying connected to the church.
- 4. Partners with the Directors of Youth Ministry and Confirmation to ensure a smooth transition from Confirmation into the High School ministry.
- 5. Attends weekly youth staff meetings and monthly Youth Committee meetings on a regular basis.
- 6. Administers fundraising efforts.
- 7. Other duties as assigned by the Director of Youth Ministry and/or the Director of Family Ministry.

Minimum Qualifications:

- 1. Commitment to personal growth as a disciple of Jesus Christ.
- 2. Bachelor of Arts or the equivalent degree and/or experience in the field of youth ministry.
- 3. Solid understanding of the Christian faith.
- 4. Proficient in Microsoft Office suite, various social media platforms, and comfortable with using technology as a ministry tool.
- 5. Valid Driver's License and a clean driving record.

Preferred Qualifications:

- 1. 2 years of experience working with middle school students
- 2. Has experience leading youth retreats and trips
- 3. Group facilitation experience
- 4. Experience using database software systems or customer relationship management systems to communicate with students and their families

Core Competencies:

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate boundaries and expressions of care.

Spiritual Formation/Discipleship: Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and. small group environments that promote discipleship.

Relational: Values maintaining and developing relationships with others; understands the value of time and presence in building relationships; seeks to help others in the development of relationships within a larger community.

Creativity and Innovation: Generates new ideas makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Teaching: Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.

Hospitality/Accessibility: Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Verbal Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.