

St. Paul's United Church of Christ

428 Kilbourne Street * Bellevue, Ohio 44811 * (419) 483-6490

Youth Activities Director

Position Description

St. Paul's United Church of Christ, an active, family-focused church, is looking for a creative, caring and energetic person to lead our amazing youth in activities, gatherings, outings and projects that will be meaningful, memorable and fun. The Youth Activities Director will plan, coordinate and lead these opportunities for youth of various ages, ranging from 4th to 12th grade. The Youth Activities Director will carry out this important ministry as a member of a team, partnering with both the Pastor and the Director of Christian Education, and assisted by the Youth Fellowship Committee and other staff and church leaders.

The position is part-time, 40 hours a month.

Qualifications

- Be a person of faith
- Have a love for and experience with children and youth
- Be able to recruit and train volunteers
- High energy, enthusiastic, hands-on, positive, creative person with a sense of humor
- Dependable, responsible and self-motivated person with strong planning and organizational skills
- Value teamwork and be able to work cooperatively with the pastor, staff and congregation
- Experience with activities, outings and projects for youth and children
- Be committed to the church's mission, vision and people
- Possess good verbal, written and interpersonal communication skills
- Be computer literate (Word, Excel, Email, Internet)
- Be actively familiar with social media

Expectations and Responsibilities

- Create an active youth fellowship culture at St. Paul's Church
- Work to engage youth from the church and, as applicable, the community
- Work to engage parents to create a comprehensive youth program
- Work with the Pastor and Youth Fellowship Committee to imagine, brainstorm and plan for the future of youth fellowship at St. Paul's Church
- Invite and encourage participation from church members as hosts and chaperones

- Handle all planning, scheduling, communication, and financial arrangements for all activities, outings, projects and gatherings
- The work schedule is largely flexible, according to the scheduling of youth gatherings, outings, projects and activities.
- Be mindful of the annual Youth Activities budget, and submit all budget requests to the Church Council
- Be mindful of the Church's safe church policy and ensure it is upheld
- Maintain responsive communication through personal interaction, phone calls, email, etc.

Evaluation and Compensation

- The Youth Group Leader shall be administratively accountable to the Pastor.
- The Youth Group Leader shall be employed by and programmatically accountable to the Church Council.
- The Youth Activities Director will be evaluated annually by the Pastor and a representative from the Church Council with input from the Director of Christian Education.
- The Youth Activities Director shall have an ongoing contract with an hourly salary of \$12.00 per hour for 40 hours per month, payable monthly.
- Termination of employment requires four-week written notice and can be initiated by either the Youth Activities Director, or the Church Council.

To Apply

Please send a letter of interest and a resume to Youth Activities Director Search, St. Paul's United Church of Christ, 428 Kilbourne St., Bellevue, OH 44811, or to spcpastor@cros.net.