

River Glen Presbyterian Church
Naperville, IL
Director of Youth Ministries
Effective 8/1/18

Reports to: Pastor, Head of Staff and Youth Leadership Team

Status: Part-time, hourly (12-15 hours/week)

Pay rate: \$/hr, paid semi-monthly

FLSA: Exempt

Job summary

The Director of Youth Ministries develops, promotes, and implements activities for the youth in grades (6-12), as well as builds healthy relationships with the youth that model a Christ-centered life and reflect encouragement and love for the youth as they grow in maturity and faith.

Essential Functions

- Builds relationships with youth in ways that help foster faith development, spiritual maturity, and community.
- Serves as the youth leader for all middle school and high school youth including but not limited to weekly Sunday school and youth group gatherings, annual mission trips, the Great Escape and other youth retreats, Youth Sunday worship, the Big Splash (annual congregational-wide retreat), and other mission and educational activities throughout the year. This includes regular communication with youth, parents, and congregation concerning youth ministry activities.
- Seeks to manage and expand youth ministries, including a regular presence in worship and as available in the community at concerts, performances, and youth sporting events as well as incorporating youth into Sunday morning worship leadership.
- Manages administratively youth ministries' budget, scheduling volunteers, making sure the congregation is in compliance with the Child Protection Policy.
- Participates as an ad hoc member of the Youth Leadership and Christian Formation teams, attending regular meetings as well as staff meetings as available,
- Recruits and equips adult volunteers from within the congregation to regularly help with Sunday school, youth meetings, and other activities. Encourages and recruits congregation members to participate as leaders and mentors in the youth ministries.
- Seeks to deepen the discipleship of children, youth, families, and congregation members as a leader.

Minimum Qualifications

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Presbyterian tradition and reformed worship
- Working towards or completed a Bachelor's Degree in Education or Religious Studies (or equivalent) with computer literacy.
- Experience either as a participant or as a leader in active youth group settings.
- Demonstrated leadership in project completion and fundraising.
- Excellent interpersonal skills
- Able to pass sexual misconduct background checks and willing to submit to criminal background check
- Valid driver's license, auto insurance, and reliable transportation.

Physical Requirements

- Able to move freely in and out of buildings
- Able to speak in a public forum
- Able to physically perform all essential functions

Core Competencies

- 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.
- Ethics and Values: Honors the core values and beliefs of River Glen Presbyterian Church in choice of behaviors, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others, able to maintain confidentiality appropriately.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; keep confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- Team Building Skills: Guides leaders and participants in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of the youth ministry. Recognized dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the ministry.
- Time Management: Works hard and is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- Verbal and Written Communication: Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.