

JOB TITLE: Youth or Children's Director
REPORTS TO: Current Children and Youth Director
FLSA STATUS: Part-time / Hourly
WORK HOURS: 20 Hours/Week
REVISED DATE: July 2023



SUMMARY

Working under the direction of the current Children and Youth Director at New Creation Church this new director's call is to implement, create, and direct the Children or Youth ministries. Responsibilities include outreach initiatives, event coordination, programing, and directing children's program. The Children or Youth director will serve part time in providing opportunities to for families to grow in their faith. The primary ministry time for this position include Sunday's and Wednesday evenings. While, other events and activities will be included throughout the year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a good working relationship with the Pastor to assist in reaching ministry goals
- Connect with the membership of New Creation and local community
- Assist when needed in community wide events and church functions
- In consultation with the Pastor, develop a budget and timeline for creating an active ministry
- Be visible and involved in the church community events, celebrations, and service opportunities.
- Highly relational leader with both children and adults

PROGRAM OVERSIGHT

- Build relationships with youth or children and their families to further encourage and shape their own faith.
- Make reports to the necessary oversight teams (Children or Youth, and Vision team)
- Create a safe environment for Children or Youth and their families to thrive

CHILDREN MINISTRY SPECIFIC

- Research, evaluate and advise on curriculum to support and enrich the education of the children
- Supervise children's ministry staff and volunteers
- Recruit, train and equip teachers for church school classes, house groups, and other events
- Assist Children's Team in creating family events and ministry opportunities for children

YOUTH MINISTRY SPECIFIC

- Research, evaluate and advise on curriculum to support and enrich the education of the Youth
- Supervise youth ministry volunteers, lead and teach Confirmation
- Recruit, train and equip teachers for church school classes, mission trips, retreats and other events
- Plan trips and retreats

NEW CREATION CHURCH

- Further the church's vision and values in the community based on ministry goals established by the pastor
- Be the public face of the ministry to the local community
- Support the church's growth towards small groups, worship, and other services

SUPERVISORY RESPONSIBILITIES

- Oversee childcare staff for Sunday mornings, Parents Night Out, House Groups and other event
- Supervise ministry of part time and full time staff as ministry and programs evolve.

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QUALIFICATIONS

EDUCATION

- Bachelor's Degree Preferred; other degrees and a combination of education and experience will be considered

EXPERIENCE & QUALIFICATIONS

- Experience working with children
- Ability to create, implement, and schedule relevant classes and workshops
- Demonstrated ability to perform in an entrepreneurial environment
- Strong history of organizational skills with diverse skills in marketing and technology

KNOWLEDGE OF

- Creating organizational structures and community life
- Managing multiple schedules and coordinating a variety of groups
- Must be able to perform the duties of this job

ABILITY TO

- Interact effectively with the community including business leaders, teachers, class participants, parents and children
- Communicate effectively and dynamically in oral and written form
- Prioritize and balance multiple tasks
- Ability to work a unique schedule that may vary in its demand week to week
- Desire to grow spiritually as a Christian disciple
- Attract people to the new church, inspire and disciple them, and utilize their gifts to serve the Kingdom
- Identify, train, and equip leaders to take ownership of the facility and its mission
- Organize, self- manage and effective time management
- Work independently and with others to meet desired goals

SALARY

Part time. \$16/hr.; depending on experience

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and to move about, to sit for extended periods of time, and to operate office equipment. The role of the Program Director will require flexibility and energy to serve at unconventional hours.

WORK ENVIRONMENT

While performing the duties of this job, the employee primarily works indoors in an office setting. The work environment is sometimes noisy with frequent interruptions. The employee must also have the ability to work in with a variety of people.