

Youth Coordinator

Status: 10 hours a week

Classification: Part time staff

Working Days: Varies

Context

The Meeting House is a church for people who aren't into church. Through our network of locations we seek to proclaim the irreligious message of Jesus and invite people into loving community where they can join our shared mission and learn to live this message in daily life.

Role

The Youth Coordinator provides visionary, pastoral and organizational leadership for the youth ministry at a site.

Requirements

- Exemplify the leadership character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to support the growth of a vibrant youth ministry
- Excellent organizational and relational skills with a track record of developing volunteer leaders and teams
- Professional teaching, camping ministry, or volunteer coordination is preferred
- Strong computer skills in MS Word, Excel, and Outlook

Responsibilities

- Provide organizational leadership for the youth team and serve as the primary communicator during midweek, weekend and big event programming for grades 6-12
- Develop and coach a team of volunteers and small group leaders to ensure all regularly attending youth are assigned to and involved in a healthy small group experience
- Develop and mentor a Student Leadership Team to support the youth ministry
- Oversee all aspects of volunteer support including recruitment, training, coaching, communication, support and schedules
- Ensure all volunteer security clearances are complete and up to date and there is full compliance to all requirements of our Plan to Protect Policy
- Ensure all communication pieces, events and environments reflect the values and ethos of the youth ministry
- Ensure the effective implementation of the youth curriculum
- Work in partnership with the Site Leadership Team in providing care for all parents and families of youth
- Provide active support for all strategic initiatives of our cross regional Youth ministry including all retreats, large cross-regional events, and shared compassion initiatives
- Contribute towards a spirit of bridge building and cooperation with all youth staff, other ministry areas, sites, as well as other churches and organizations

Relationships:

Reports to: Lead Pastor
Youth Support Pastor

Role Expectations:

- Consistent strong attendance and participation of students at all programs and events
- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Overall positive annual 360 evaluations
- Overall positive annual survey result for youth ministry in the site
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Ongoing improvements and innovations within the scope of this role

Minimum Annual Site Functions

- 52 Sunday Morning Junior High Site Programs
- 40 Midweek program events for Senior High (weekly)
- 12 Social or compassion events per age group (monthly, at least 6 of these should be local)
- 12 Parent Email Newsletters (monthly)
- 10 Student Leadership Team meetings (monthly during regular program)
- 2 One-on-ones with each Small Group Leader (Fall /Spring)
- 3 Small Group Leader Meetings (Sept/Jan/May)
- 2 One-on-ones with every “regular” student (Fall/Spring)
- 2 Parent connection events (Fall/Spring)
- 2 Youth baptism opportunities as a part of site-wide baptisms (Fall/Spring)
- 3 Cross-regional Retreats (2 in Fall & 1 in Spring)
- 1 One-on-ones with parents of regular students
- 2 Cross-regional Compassion Trips (March Break/Summer) – goal to attend one
- 1 Volunteer Appreciation Event (beyond regular cards and phone calls)