

Westlake United Methodist Church Job Description

Job Title: Youth Ministries Director

Reports To: Senior Pastor

Department: Youth Ministry

FLSA Status: Exempt

Approved Date: May 17, 2021

Interested parties, please submit a resume and cover letter to jobs@westlake-umc.org.

SUMMARY

The youth ministries director will build young disciples for Christ by developing and implementing a strategic youth ministry program and building relationships with students, families, and volunteer leaders, that invites youth and adults into a deeper, lifelong relationship with Christ in an inclusive church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Strategically develops the youth ministry program including all aspects of design, coordination and implementation.

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 and nurtures teaching and small group environments (f.ex. Sunday school, youth group, retreats) that promote discipleship and the identification, development and use of spiritual gifts.

Provides pastoral care and compassion for students and families in a spirit of openness. Handles sensitive issues while respecting confidences and boundaries.

Recruits, develops, trains, and supports a network of current and future spiritually gifted leaders, confirmation mentors, teachers, role models, and prayer partners who can pour out their gifts to guide the next generation of disciples.

Provides direction for employees, teams/councils, and leaders within the youth ministry.

Leads confirmands through the curriculum facilitating their faith development and an understanding of the United Methodist Church organization and discipline by leading individual sessions or arranging for others with special knowledge or experience to support the program. Schedules and plans for field trips that enhance the confirmation experience and provide a broader perspective of religious beliefs within the Austin faith community.

Plans and provides leadership for summer mission trips, mid-winters, and other overnight opportunities for middle school and high school students.

Actively pursues opportunities to connect with all youth, including those beyond the church community, by having a youth presence at and leveraging community engagement events as well as customizing current youth events and ministries and developing new ones.

Coordinates and communicates with staff and committees of the church in order to carry out the vision and provide program ministry continuity.

Plans and implements all forms of communication to students, families, and the larger congregation about how to be involved or volunteer.

Network with other churches to keep up with best practices in youth ministry and to develop and share a mutual resource base.

Plan and participate in worship services regularly as well as facilitate youth worship services, for example; Confirmation, Graduate, and Mission Sundays.

SUPERVISORY RESPONSIBILITIES

Supervise one part or fulltime Youth Ministries Associate when applicable, as well as Youth Ministries Interns in the Youth Ministries department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and firing after review with the Senior Pastor; provides training, planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Religious Studies (or equivalent) or 5 years of experience or a combination of both. A supportive understanding of United Methodist doctrine and theology.

LANGUAGE SKILLS

Be able to make effective presentations in small or large groups of youth as well as adults. Have the ability to communicate effectively in writing information for publication including, email, educational materials, and newsletters. Able to read and understand instruction manuals and directions. Prepare liturgy and lead worship as needed.

ORGANIZATIONAL SKILLS

Be able to plan programming well in advance and, recruit, communicate, and implement the plan effectively.

MATHEMATICAL SKILLS

Calculates figures and amounts such as mileage, creation and review of expense reports, attendance reports. Reads and analyzes budgets and financial reports.

REASONING ABILITY

Ability to think through a variety of situations, including the potential outcomes of an action and the impact on any involved. Further, the position requires the ability to make rational and evidence-based decisions based on as much information as is feasible. Decisions should take into account emotion but not be based on them.

CERTIFICATES, LICENSES, REGISTRATIONS

Pass a background check, driving record check. Have a valid Driver's License. Have a Safe Gatherings Certification.

SPECIAL SKILLS

Computer knowledge and skills including Word, PowerPoint, Excel, Internet, Social Media, Email and Texting tools and ability to learn WUMC specific software. Also needs to be competent in critically evaluating Internet resources.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk, climb stairs, drive a 12-passenger van and frequently required to run and occasionally required to swim. The employee must frequently lift and/or move furniture like couches, foldable tables, and stacks of chairs on a dolly.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus and ability to drive at night. Reasonable accommodations can be made for individuals with disabilities to perform these functions.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The job is performed both inside and outside. The job has its own office space. The space is used for other events/programs regularly and so must be ready for multi-use at all times. The position requires leaving the regular office space and walking on uneven surfaces and encountering other hazards.

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