

**JOB DESCRIPTION FOR YOUTH COORDINATOR POSITION  
WITH EMPHASIS ON GRADES 5-8  
FULL-TIME POSITION (40 HOURS)**

**Qualifications:**

A personal commitment to Jesus Christ and the ministry of Canyon Lake United Methodist Church

Possess a love for youth; have a desire and ability to work with and enable them to respond with joy to the teachings of God in Jesus Christ and the Church, particularly as it relates to youth grades 5-8.

Ability to work cooperatively with the Associate Pastor and the Church staff and youth and Church committees.

Morally and emotionally capable of working with youth and children.

Energetic and enthusiastic in youth leadership

Ability to meet new people and to be part of the many activities of/with 5<sup>th</sup>-12<sup>th</sup> grade youth program.

Demonstrated ability to organize and lead (youth and adults) others in carrying out a planned program.

**Job Goal:**

To lead, teach and coordinate the Youth program with concentration in the areas of 5<sup>th</sup> and 6<sup>th</sup> Sunday and Wednesday youth programming; 7<sup>th</sup> and 8<sup>th</sup> grade Confirmation program; 7<sup>th</sup> and 8<sup>th</sup> grade fellowship programming. In addition, to assist and support the part-time Senior High Youth Leader in coordinating schedules and activities. Along with the Associate pastor all three Positions (Associate Pastor, Youth Coordinator, Senior High Youth Leader) will work as a team to lead and coordinate the youth ministry program grades 5<sup>th</sup> –12<sup>th</sup> at Canyon Lake United Methodist Church.

**To Whom Responsible:**

Primary supervisor is the Associate Pastor in consultation with the Senior Pastor and the Staff Parish Relations Committee.

## **Responsibilities:**

1. Conduct the CLUMC Middle High Program:
  - a. Winning the confidence and trust of Middle High Youth and their families
  - b. Building functional relationships between youth and their families, youth and their church, youth and their peers and youth and their community.
  - c. Create a friendly and open atmosphere that will be attractive to members and non-member Middle High Youth without sacrificing good discipline and respect within the program.
  - d. Maintain a positive program which reflects the growth needs of the participating youth
2. Complete annual, seasonal, monthly and weekly planning of youth and confirmation programs and requirements.
3. Recruit adult team members and organize the efforts of a youth ministry team of adults for Confirmation and Middle High Youth activities.
4. Actively involve and promote youth roles in program leadership
5. Plan for, promote and participate with youth in camping events, retreats, and other activities that provide for spiritual discoveries and growth
6. Be present and visible at Worship, Sunday school, and Church activities, especially those that involve Middle High Youth, including specifically Wednesday evenings and Sunday mornings.
7. Meet weekly with the Youth team. (Associate Pastor, Youth Coordinator, Senior High Youth Leader).
8. Maintain daily and weekly office hours in combination with time spent with youth and families at their activities.
9. Prepare and present a Youth Ministry program report at the Annual Church Charge Conference as well as keep attendance records etc for the annual statistical reports.
10. Be open to personal and professional growth and learning. The Church will provide financial support for continuing education.

11. During annual job performance reviews with the Staff Parish Relation Committee representatives as well as the pastoral staff provide attendance/participation data report... with the goal of 60% of member youth participation in some area of the program.
12. Coordinate other youth activities as necessary or as directed by Youth Administrator or Pastors.
13. Wear appropriate attire that draws respect from youth and the congregation.
14. Be responsible to the needs of one's self and family.