

***New Hope Friends Meeting  
Goldsboro, North Carolina***

***Job Description for Youth Director***

***Job Summary:***

*There is a growing need to offer more Christian-based teaching and fellowship for our youth and their families. Youth is defined as children, pre-school through high school. They should be nurtured in a way that develops their potential for personal ministry and service to others. The Youth Director will oversee the church's youth program and act as a resource person to the Church Family Ministries committee. The Youth Director will work closely with the Pastor, administrative staff, Church Family Ministries, and the Youth Advisory Team to coordinate all youth activities and assure the overall program is balanced in the areas of worship, service, education, fund-raising, and recreation.*

***Basic Qualifications:***

- *Profess Jesus Christ as Lord and Savior.*
- *Know that your calling is in the ministry.*
- *Strong theological background.*
- *Knowledgeable of the Friends' faith and willingness to accept and teach the Friends theology as in Faith & Practice.*
- *BA in Youth Ministry or Christian Education or experience and training in working with youth.*
- *Must be a positive and enthusiastic self-motivator, as well as, a team worker.*
- *Possess outstanding leadership, planning, organizational, and administrative skills.*
- *Ability to teach and delegate ministry responsibilities to adult volunteers.*

***Responsibilities & Duties:***

- *Minister to all youth through the teachings of Jesus Christ.*
- *Spiritual guidance of the youth in developing moral values firmly based on God's Word.*
- *Youth Director should handle all administrative aspects of the following: Pioneer Club, Junior Church, Junior and Senior High youth programs, the Christmas program, Vacation Bible School, and all other youth activities.*
- *Coordinate and organize the church's youth program by providing dynamic and creative leadership.*
- *Set short-term goals and long-term vision for the youth ministries program.*
- *Youth Director should attend Sunday School and Sunday morning worship service regularly and encourage the youth to attend by being highly visible and greeting them warmly.*
- *Assist as needed in altar counseling and personal evangelism.*
- *Participate in the church's overall ministry and outreach by being involved in church and community activities.*
- *Visit homes and schools of our youth when appropriate.*
- *Conduct "Feed the Lambs" children's message and/or have children involved in the regular worship at least one Sunday a month.*
- *Discover and develop the talents of the youth by establishing a personal and loving relationship with them.*
- *Organize a youth choir/choirs and develop opportunities for participation in church services with music, reading, drama, etc.*

- *Music should blend both traditional hymns and contemporary selections.*
- *Recognize and honor youth for major accomplishments.*
- *Organize and attend youth gatherings, retreats, summer camp and other inspirational activities.*
- *Organize opportunities for youth to participate with our Quarter and NC Yearly Meeting Young Friends to include but not be limited to Quaker Lake and Yearly Meeting Gatherings.*
- *Plan and supervise social outings, trips, and fund-raising events with the youth, adult volunteers, and Pastor.*
- *Work as a team with the Pastor, Church Family Ministries, and the Youth Advisory Team/Teams.*
- *Be willing to perform other duties that are determined necessary by the Pastor or the Monthly Meeting.*
- *Train the Youth Advisory Team/Teams in the leadership skills needed to assist with the youth program.*
- *Act as a resource person to Church Family Ministries in teacher training and the selection and procurement of teaching materials.*
- *Organize and have Sunday School materials ready for teachers of children and the youth.*
- *Maintain the Sunday School classrooms for children and youth.*
- *Maintain bulletin boards.*
- *Influence all youth by acting as a resource coordinator to Sunday School teachers.*
- *Communicate with parents concerning youth goals and functions.*
- *Inform the Meeting of youth activities through Sunday bulletins and the church's monthly newsletters.*
- *Attend and provide brief report of attendance, planned activities, and financial needs to Monthly Meeting.*
- *Maintain detailed records of youth information, attendance, and financial data.*
- *Responsible use of the Family Life Center and other meeting facilities.*
- *Handle all children and youth related incoming and outgoing correspondence.*

***Church Support:***

- *Pastor will oversee the Youth Director position, providing support for concerns and problems.*
- *Youth Director will meet with Ministry and Counsel on a "as-needed" basis – at Youth Director, Pastor, or Ministry and Counsel's request.*
- *Youth Director will have an office.*
- *The church facilities will be fully accessible for youth activities.*
- *The Youth Advisory Team/Teams will work with the Youth Director in the planning and implementing of youth activities, preparing meals, transportation, etc.*

***Compensation & Contractual Agreement:***

- *The specific compensation package will be reviewed with applicants based on their education, experience, and other qualifications.*
- *The Youth Director is a full-time position of an average of 40 hours per week.*
- *Work schedule will be flexible and coordinated with the Pastor and administrative staff.*

*Updated: March 31, 2009*