

Employment Opportunity: Youth Ministries Director
John Knox Presbyterian Church
7421 Amarillo Road - Dublin, California 94568
(925) 828-1846 - www.jkpcdublin.org

TITLE: JKPC Youth Ministries Director
(Middle School & High School)

PURPOSE OF POSITION: To help the JKPC middle school and high school youth develop a personal relationship with Jesus Christ, grow in Christian maturity, and share Christ's love with others.

CLASSIFICATION: Part time

APPROXIMATE TIME REQUIRED: 30 hours per week

REPORTS TO: the Pastor as Head of Staff, while partnering with the Family Ministries Director

RESPONSIBILITIES (currently modified due to COVID-19, but full job description is listed below):

- Minister to middle school youth by leading afternoon youth group and coordinating morning Sunday School. Lead Middle School Vacation Bible School class in the summer.
- Minister to high school youth by coordinating morning Sunday School, leading evening youth group and teaching confirmation classes.
- Plan, gather materials for, and supervise additional social and recreational outings, including special events and seasonal retreats as part of youth programs. These may include: winter snow trip, trips to amusement parks (Disneyland and Santa Cruz Boardwalk), concerts, etc.
- Establish mission and service opportunities for youth and their families, including organizing and overseeing overnight mission trips. This includes the annual High School Mission Trip (such as Mexico) and any fundraising for the trip as needed.
- Make connections with youth off site. In consultation with the Pastor, initiate and be involved in one-to-one counseling and mentoring with youth at church.
- Meet weekly with the Family Ministries Director and Pastor to review assigned activities, coordinate programs and events, set goals and discuss problem areas, and assist with financial accounting for youth program as needed.
- Work with the Youth Committee and Family Ministries Elder for planning programs.
- Train, supervise and coordinate Youth Leadership Team.
- Communicate schedules, announcements, reminders to students and to leadership team (via emails, text messaging, Facebook, etc).
- Additional responsibilities as directed by the Family Ministries Director or the Head of Staff such as assist in leading Worship, supervising Youth Sunday, and assist in Advent Celebration for the entire church.

QUALIFICATIONS:

- A committed Christian who carries out duties in a caring and sensitive manner.
- Have knowledge of the Bible and an understanding of how to teach and relate effectively to the youth within our theologically diverse congregation. Bachelor's degree preferred.
- Be able to relate and communicate well with young people, parents, volunteers as well as the JKPC staff. Must possess ability to work in partnerships and teams.
- Demonstrate administrative and organizational skills, such as planning, budgeting, scheduling, project management and event coordination.
- Must observe confidentiality protocol; recognize their role as a leader and a role model (noting that they are not in a peer relationship with the youth).
- Willing to give a minimum two-year commitment.
- Preferably 25 years of age or older, with a valid driver's license and car insurance.
- Able to participate in physical activities.
- Pass criminal and sexual misconduct background checks and complete sexual harassment training.

EVALUATION:

A yearly performance review will be conducted by the Family Ministries Director and the Pastor. The Human Resources Committee will review the adequacy of compensation annually, with consultation from the Finance Elder.

COMPENSATION:

\$32,000 - \$34,000 yearly salary

If you are interested, please drop off a resume at the church office, or email your resume to:

PJ & Soeun Peterson, Family Ministries Elders

pete3894@gmail.com