

**Youth and Young Adults Ministries Coordinator
Position Description
(Part-time)**

PURPOSE: To serve the church by assisting the Designated Associate Pastor of Youth and Young Adults with the various tasks that support youth and young adults programs.

ACCOUNTABILITY: The Youth and Young Adults Ministries Coordinator shall be directly responsible to the Designated Associate Pastor of Youth and Young Adults and to the Staff Committee. The Designated Associate Pastor will review the performance of the Coordinator in accordance with procedures established by the Staff Committee.

PRIMARY DUTIES AND RESPONSIBILITIES: The Youth and Young Adults Ministries Coordinator will work with other members of the church staff and appropriate ministry teams to accomplish the following:

1. Assist the Designated Associate Pastor to plan, organize, and provide leadership for weekly programming (including fellowship and service activities).
 - Make room reservations with appropriate set-ups.
 - Ensure all events are well organized.
 - Recruit coordinators and volunteers.
 - Ensure volunteers have appropriate curricula and supplies.
 - Ensure attendance tracking for all activities.
 - Communicate details and plans with those involved (youth, parents, young adults, volunteers).
2. Assist the Designated Associate Pastor to plan, organize, and provide staff support for trips, retreats, and special events.
 - Ensure all events are well organized.
 - Make all trip reservations with appropriate follow-up for background checks, payments, etc.
 - Recruit coordinators and volunteers.
 - Communicate necessary details and plans with those involved (youth, parents, young adults, volunteers).
 - Prepare travel notebooks with necessary permissions, entrance forms, etc.
 - Participate on selected trips/events.
 - Assist with youth and young adults activities at the direction of the Designated Associate Pastor.
3. Assist with communications matters involving youth and young adults.
 - Use ACS database and communications tools to notify involved individuals of activities and events.
 - Work with communications staff to create/maintain appropriate directories.
 - Ensure all events have been well publicized to staff, youth, parents, young adults, and the congregation.
 - Provide follow-up communications to increase awareness and encourage interest for future events.
 - Provide appropriate reminders for all events.
 - Follow-up with all first-time visitors.

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4. Maintain office hours in consultation with the Designated Associate Pastor. Attend and participate in all required trainings and meetings.
5. Undertake other responsibilities assigned by the Designated Associate Pastor.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of ministry demands change.

Skills, Knowledge, and Abilities:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of this position.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff.
- **Hospitality:** Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Volunteer Management:** Provides direction, gains commitment, facilitates change, engages people in their areas of giftedness and passion.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Bachelor's Degree**
- Proficient with Microsoft Office Suite

Physical Requirements: Able to sit, stand, walk, bend, stoop, push, pull, reach, lift and carry small boxes and packages.

Required Schedule: Work week is an average of 19 hours per week. (Required Sunday hours are normally 8:30 a.m. – 11:00 a.m.; remaining hours are negotiable.)