

# Job Description for Children & Youth Director

## WESTMINSTER PRESBYTERIAN CHURCH JOB DESCRIPTION

**Job Title:** Children and Youth Director

**Staff Designation:** Program Staff

Prepared by: Pastor of Family Ministries/Human Resource Committee

Reports to: Lead Pastor/Head of Staff

**FLSA Status:** Exempt, Full Time (30 hours/week) - with benefits provided

**Start Date:** July 1, 2024

**Job Summary:** The Children and Youth Activities Coordinator will be responsible for planning, organizing, promoting, monitoring and coordinating meaningful and relevant activities and events for all ages, which provide opportunities for spiritual growth, faith development, fellowship and fun.

This position ministers to children, youth, and their families through the planning, programming, coordinating volunteers, and serving as a conduit to parents/families. The goal of this position is to guide our children and youth into a personal relationship with Christ and to live out their faith through lives of life-long service.

### **Duties and Responsibilities:**

1. Be a role model for children and youth by demonstrating a Christ-like attitude in all circumstances to the best of one's ability. Establish relationships with children, youth, and families to provide spiritual guidance and enhance relationships with Christ and each other.
2. Coordinate all elements for Westminster's Children and Youth Evening Activities/Mid-Week Programs for successful growth, including, but not limited to, recruiting volunteers, delegating assignments, planning curriculum, and organizing/overseeing each week's activities.
3. Responsible for successful planning, staffing, implementation and growth of Children's Sunday School (ages Pre-School to Twelfth grade). Is present on Sunday to oversee and fill in for absent Sunday School teachers and nursery staff. This person will train and mentor volunteer teachers, ensure that teachers have the necessary curriculum and resources, plan special events, and keep the Lead Pastor/Head of Staff and Children & Youth Committee informed about the Sunday School program. The coordinator is a member of the Children & Youth Committee and is expected to be present for all monthly meetings.
4. Coordinate the Early Childhood "Splash" program which includes, but not limited to, supervising and coordinating the Nursery, maintaining and updating volunteer schedule; hire, coordinate and supervise paid nursery staff.
5. Coordinate and lead Westminster's Summer Vacation Bible School (VBS), which includes, but is not limited to, recruiting volunteers, purchasing and planning curriculum, delegating work assignments, creating and distributing promotional materials for a successful program.

## Job Description for Children & Youth Director

6. Be involved in the planning of various special events as needed, including, but not limited to, Children's Easter Party, Advent Children/Youth Church Service, Palm Parade, 3rd Grade Bible Presentation, youth fall/winter retreat(s), summer youth mission trip. Coordinate activities with the Fellowship/Hospitality Committee.

7. Lead the following ministry teams: Children (Elementary midweek programming, Early Childhood), VBS, Youth (grades 6-12 programming). These Ministry Teams will meet on a regular basis to assist with brainstorming, goal-setting, communication and volunteer recruitment.

8. Attend and serve as liaison for monthly Children and Youth Committee meetings. Attend and participate in all weekly staff meetings. Plan for and lead all ministry team meetings.

9. Actively communicate with pastoral staff, program and administrative staff, church committees, congregation and volunteers. Further communicate children and youth event program information via email, Facebook, Remind app, WPC website, mailings, display cases, etc.

10. Regular attendance at Sunday worship service.

11. Other duties as assigned by the Lead Pastor in concurrence with the Human Resources Committee.

### **Preferred Qualifications:**

- Requires a bachelor's degree in Christian Education or a related field, or experience in Christian Education.
- A commitment to Christ that includes an enthusiasm for youth and a commitment to their spiritual growth.
- An individual who works well both on a team and independently.
- Strong organizational skills and deadline oriented.
- Excellent oral and written communication skills.
  
- MUST BE ABLE TO WORK EVENINGS AND WEEKENDS
- Must display a high level of professionalism at all times.

### **Language Skills:**

- Ability to read, write, and comprehend instructions, correspondences, and memos.
- Ability to communicate effectively with all levels of people.

### **Reasoning Ability:**

- Ability to establish priorities, work independently and proceed with objectives without direct supervision.
- Ability to handle and resolve recurring problems. Ability to work under pressure to meet deadlines.

## Job Description for Children & Youth Director

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is frequently required to talk and hear; use hand to finger; handle or touch objects, tools, or controls. Occasionally the employee is required to stand, walk, bend

over, crouch, kneel, reach above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present