

# **Rollag-Gran-Park Parish Youth Leader Job Description**

## **Description**

Rollag-Gran-Park Parish is looking to fill a position for a youth leader. This position will strengthen relationships with God, peers, family and other members of the congregation by involving children and youth in worship, service projects and other activities.

## **Requirements**

- Demonstrate an actively growing Christian faith reflecting discipleship
- Knowledge and commitment to Lutheran Theology
- Outreach-oriented with a care and compassion for those in the church and surrounding community
- Role model reflecting a living faith for youth and adults
- Passion for youth and relates well to both youth and adults
- Strong organizational and communication skills
- Partnering with home, youth groups, congregational ministry and congregational leaders

## **Preferred**

- Experienced in working with youth as a professional or volunteer in the church
- Training and experience in developing youth and/or family ministry

## **Responsibilities**

- Build interpersonal relationships of trust with the youth and families of Rollag-Gran-Park Parish
- Attend home, school and community activities
- Advertise and encourage camp opportunities for 1<sup>st</sup>-6<sup>th</sup> grade youth
- Plan and facilitate activities for 3<sup>rd</sup>-6<sup>th</sup> grade youth quarterly
- Plan and facilitate activities for 7<sup>th</sup>-12<sup>th</sup> grade (Luther League) youth monthly
- Plan, coordinate and participate in retreats, mission trips, camp opportunities and national youth gatherings for 7<sup>th</sup>-12<sup>th</sup> grade youth
- Utilize effective oral, written, listening, planning, organizational and teaching skills
- Recruit, train and work alongside multiple groups of adult leaders for various youth activities, retreats and mission trips
- Recruit, equip, evaluate and affirm Sunday School Ministry Team and VBS Coordinators

- Assist Sunday School and VBS ministries with curriculum selection, staff recruitment and training
- Coordinate with pastor(s) on yearly Confirmation schedules, ensuring Confirmation-related correspondence is sent, materials are ready for each class is if necessary, follow-ups
- Teach or assist in teaching Confirmation classes as needed
- Network with area churches, youth workers and education coordinators
- Facilitate joint activities with youth groups and children from other churches
- Participate in Synod and regional youth and leaders' events
- Promote and partner with church-affiliated summer camps
- Provide youth and family-related material and Christian Education related materials for the monthly newsletter
- Prepare monthly report of activities and finances to be presented at Council Meetings
- Work in partnership with pastor(s) and Education Committee to ensure continuity between youth and education
- Further education related to children and youth ministries by attending a minimum of 20 hours of continuing education annually
- Prepare annual budget of anticipated activity and operating expenses and an annual report summarizing yearly income, expenses, activities and duties to present a report at each church's annual meeting
- Reports to jointly to the Parish President, Church Presidents and the Education Committee, with annual evaluations prepared and presented by the Parish President, Church Presidents and one member of the Education Committee

## **Expected Work Schedule**

This is a growing and evolving position with flexible hours for planning and communicating. Scheduled hours include Sunday morning presence and leadership, planned office hours, council meetings and other leadership meetings as needed. This individual will meet at least quarterly with Parish Council President, Church Presidents and Education Committee and pastor(s) to review responsibilities and hours needed for this position.

## **Compensation**

- Salary in relation to education, experience and ability
- Continuing Education
- Mileage