

<b>Job title</b>	<i>Director of Youth Fellowship</i>
<b>Reports to</b>	<i>The Senior Pastor of UPC</i>
<b>Date approved</b>	<i>October 7, 2020</i>

### **Job purpose**

The Director of Youth Fellowship (DYF) is responsible for providing oversight of youth fellowship programs in support of UPC's Mission and Vision; including monthly meetings and summer activities such as mission trips and service projects. The DYF also sits as an ex officio member of the Youth Ministry Committee, Confirmation Committee, Christian Education Commission and Administrative Council, in an advisory role to those bodies.

### **Duties and responsibilities**

- Plan and lead weekly youth fellowship programs, primarily grades 6<sup>th</sup> – 12<sup>th</sup>
- Act as primary liaison for college age young persons, providing fellowship opportunities for that age group as well and/or directing them to other fellowship offerings of UPC
- Recruit, train and maintain communications with volunteer youth advisors
- Maintain effective communication lines with youth, parents and church administration/leadership
- Create and maintain a positive relationship with youth, parents, and church leadership
- Coordinate and lead summer youth activities, e.g., mission trips
- Lead confirmation teacher
- Aid education programs for youth as overseen by Dir. Of Christian Education
- Attend Youth Ministry Committee, Confirmation Committee, Christian Education Commission, and Administrative Council meetings
- Meet with parents and/or youth as requested or needed
- Administer and keep current/organized all paperwork (forms) associated with position and activities in compliance with our Safe Church Policy, e.g.:
  - Permission slips
  - Safety Forms
  - Reimbursement/payment vouchers
  - Timely processing/follow-up is a must
- Attend and/actively participate in Sunday worship service (at least one service)
- Follow the polity of UMC and UCC denominations in concurrence with our By-Laws and Constitution

### **Qualifications**

- Must be a practicing Christian
- Education: Post-secondary education is preferred
- Experience: 2+ years of youth or related programs is desired
- Must be able to work well with others in a collaborative environment
- Must have strong interpersonal skills
- Must have strong organizational skills; planning, prioritizing, and completing work in a timely manner
- Must demonstrate strong attention to detail, especially relating to our Safe Church policy requirements

- Open and adaptable to change
- Self-Starter
- Must have excellent verbal and written communication skills
- Must demonstrate ability to guide youth fellowship programs
- Must have a valid driver's license and up to date insurance
  
- Technical Skills:
  - Demonstrate working knowledge of Microsoft Word
  - Ability to learn and use church's data base system (currently Church Windows)
  - Ability to learn and utilize other Microsoft Office applications, e.g., Excel, PowerPoint, Publisher
  - Demonstrate working knowledge of various Social Media applications, e.g., Facebook, Twitter, etc.

**Working conditions**

This is a part-time position and will require “flexible hours” that meet the needs of youth/family schedules (evenings and weekends are customary). Overnight trips (mission trips) is an expectation of this job. Estimated travel for this part-time position is 10-15%.

**Physical requirements**

Having the ability to participate with the youth in physical activities is required.

**Direct reports**

There are no direct reports for this position, however supervision/coordination of volunteers is required.

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<b>Approved by:</b>	<i>Staff Parish &amp; Ad Council</i>
<b>Reviewed:</b>	<i>October 7, 2020</i>

<i>For Office Use Only:</i>
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