

YOUTH LEADER at MILLBURN CONGREGATIONAL UCC, LAKE VILLA - JOB POSTING

Job Description

Position Title: John and Irene B. Schmidt Memorial Youth Director and Leader
Time Commitment: 22 hours per week
Vacation / personal time: 4 weeks total paid time off
Supervisor: Pastor

Duties and Responsibilities

The John and Irene B. Schmidt Memorial Youth Director and Leader (Youth Director) will, with the advice and guidance of the Pastor, plan, organize and direct the religious education program for Millburn Congregational United Church of Christ. This is a salaried position. Responsibilities include, but may not be limited to:

1. Coordinating the appropriate curriculum for all educational programs and the means to improve the spiritual growth and health of the congregation, such as:
 - Sunday School programs
 - Vacation Bible School
2. Shepherd our middle and high school youth (grades 6 through 12). This includes preaching, leading worship, planning and administering all worship-related activities, teaching, providing pastoral care, accompanying youth on trips and events and planning and administering all activities related to trips and events.
3. Develop relationships with members of the church in order to foster and interest and direction of the Christian Education program so members will volunteer time and talents.
4. In partnership with the Christian Education Committee, recruit program volunteers.
5. Train, evaluate, and manage a volunteer corps of staff for youth events. This includes classroom teachers, substitutes, aids, event staff, nursery attendants, camp counselors, and counselors in training.
6. Encourage youth to actively participate in worship services and other activities (e.g., Rally Home, Advent Faire, Shrove Tuesday, and Promotion Weekend).
7. Adhere to the Millburn Safe Church Policy, ensuring that at least two adults and/or parents be present during all youth-related activities.
8. Participate in Christian Education Committee meetings.

9. Order and stock classroom supplies, as needed.
10. Coordinate with the Christian Education Committee for budget preparation and program planning.
11. Communicate with parents in a timely and organized manner about upcoming events and needs.

Performance Indicators:

The Youth Director's performance will be measured by the Youth Director and Pastor according the following indicators:

1. Planning, execution, and reflection of the following events:
 - a. Sunday School
 - b. VBS
 - c. Youth mission trip
 - d. Youth Worship
 - e. 3 seasonal youth events (Examples: Christmas program)
2. All events adequately staffed with trained volunteers.
3. Post-event evaluation and reflection on event goals and volunteer staff effectiveness.
4. Fiscal responsibility for all events.

Review of duties, responsibilities, and performance indicators:

The Youth Director or Pastor at any time may recommend revisions of this document to the Executive Council.

Contact: Rev. Jed Watson, Pastor
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