



## Youth Ministry Coordinator

### Qualifications:

- Post secondary education recommended.
- Experience in a church setting, working with youth and parents.
- Computer literate with experience in email, texting, zoom, and social media.
- Ability to work well with individuals and groups.
- Possess strong administrative, organizational and communication skills.
- Work as a supportive member of the church staff.
- Maintain confidentiality.

**Purpose:** This position is designated to organize the OSLC Youth Ministry. Encompassing confirmation and high school youth. Working with youth and their parents to administer faith-based lessons activities for spiritual growth.

**Hours:** Part-time position averaging 10 hours per week.

### Position Responsibilities:

- Develop youth and family ministries that support faith development and growth.
- Build relationships with youth and parents, working to develop their faith and growth in the church.
- Support and encourage youth leaders and existing ministries in the congregation.
- Help to develop youth leaders for ongoing programs.
- Provide opportunities for youth to meet, have fellowship, grow in service, and develop relationships with other youth through gatherings and events.
- Communicate youth and family activities via newsletters, bulletins, emails, website, and social media.
- Work closely with the Education committee. Write reports as needed to the committee, OSLC board and the congregation.
- Set curriculum with the Education committee.
- Organize materials and rooms used for youth meetings. Maintain upkeep of these areas.
- Maintain assigned budget, make purchases, report and track purchases and expenses to Supervisor and Financial Secretary.
- Additional duties as needed.

**Reporting:** This position is supervised by the Senior Pastor.

8/2023