

Germantown United Methodist Church
Job Description

Position: Associate Director of Youth Ministries
Reports to: Director of Youth Ministries
Job Type: Full-Time - Exempt

Summary

Under the guidance and supervision of the Director of Youth Ministries, work to provide a year-round youth ministry program to include weekly and seasonal events, activities, missions, studies, and trips. Works collaboratively with the Director of Youth Ministries, clergy, other staff, and lay committees to build a safe, supportive, inspiring environment, along with a continuity of programming that supports the spiritual and emotional growth of students in grades 6-12.

Responsibilities

Assist in the coordination, planning, promoting, and management of all aspects of middle and high school ministries, including, but not limited to, Sunday School, Sunday/Wednesday evening programming, youth praise band and other music, confirmation, summer camps, small groups, missions, retreats, and other special programs and events.

Support the vision and goals for the youth ministry program in conjunction with the Director of Youth Ministries, Youth Advisory Council, and clergy that align with the church's mission statement, helping promote and communicate that vision throughout the church.

Maintain a collaborative spirit in the planning and implementation of the youth program.

Build, maintain, and nurture solid relationships with the youth and their families.

Determine and implement new and innovative age-appropriate activities and programming in conversation with the Director of Youth Ministries.

Ensure adherence to the church's Safe Sanctuaries policy and make certain all youth ministry volunteers and participants are trained in and observe the same.

Meet regularly with the Director of Youth Ministries and attend Senior Leadership Team and Church Board meetings.

Assist in the evaluation, creation, and monitoring of the overall curriculum, securing all essential supplies, facilities, materials, and any other components necessary for the youth program.

Assist in the planning, coordination, and set-up for a variety of the educational, missional, and spiritual growth activities, including, but not limited to, Crave, Discovery, SOS, Mountain Top, BigStuf, Manna House, and any others which may include travel, moving tables, hanging decorations, carrying and/or lifting materials, walking, or participating in other physical activities.

Teach and lead sessions as necessary and offer support to staff and participants in the program.

Aid in the communication of all aspects of the youth program, events, and activities to parents, children, staff, volunteers, and the congregation. Specifically, utilize social media postings and promotion regularly.

Assist in the recruitment and connection of volunteers to areas of the youth ministry fit their individual passion and giftedness, organizing any training and planning sessions for employees and volunteers.

Oversee and manage the volunteer teams for food, hospitality, and administration.

Invent, discover, and lead big group games and other activities.

Work to maintain a high visibility of the youth in all areas of church life.

Perform other related duties as assigned.