



ASYLUM HILL
Congregational Church

Job Title: Director – Youth Ministries

Department: Early Life Ministries

Reports to: Minister – Early Life Ministries

Effective Date: June 2024

Part-Time – 20 hours/week

Job Summary:

The Director of Youth Ministries, in collaboration with the Minister of Early Life, is responsible for creating and implementing all youth programming. The Youth Director leads our Middle School Youth Group, High School Youth Group and helps support the Confirmation program.

Duties/Responsibilities:

- Plan and execute programming with a focus on growth, consistency and communication
- Lead a youth program that is focused on values, understanding of God, community service and leadership
- Design and implement youth activities, including regular Youth Group meetings (Middle School Youth Group is held weekly during Sunday morning Worship; High School Youth Group is held on Sunday evenings)
- Create opportunities for youth and their families to connect and fellowship with one another
- Identify and coordinate service projects, including an annual service and mission trip
- Maintain regular communication with parents/guardians
- Identify opportunities to collaborate with other ministry teams on special events
- Serve as a liaison to Early Life Ministry Team and collaborate with them to identify areas of growth
- Perform ongoing evaluation of success of programming
- Identify and recruit volunteers for youth activities
- Maintain attendance/participation records in database (CiviCRM)
- Create and manage programming budget with Minister of Early Life
- Attend regular meetings (staff, Early Life Ministry Team)
- Other duties as assigned

Education and Experience:

- Experience teaching, writing curriculum and leading activities for youth
- Skilled in working with, relating to and engaging youth
- Demonstrated ability to recruit and work effectively with volunteers
- Creative thinker
- Demonstrated ability to respond to needs as they arise
- Strong organizational skills
- Strong oral and written communication skills
- Background knowledge of the Bible and basic tenets of the Christian faith and a desire to lead youth and their families in exploration as they develop with personal faith
- Sensitivity to confidential family needs and circumstances
- Social media savvy
- Proficient in Microsoft Office Suite

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