



Congregational Designated Position Description



Congregational Designated Leader

Youth Coordinator Position Description

Closing Date: September 30th, 2017

Position Title: Congregational Designated Youth Leader

Allocation : 6 hours /week

Position Summary:

As a growing congregation with a changing demographic, we are looking for an enthusiastic, co-ordinator to actively explore the Christian faith of our youth and families in the church.

Accountable to:

Accountable to: This position is functionally accountable to the Lead Minister on a day- to – day supervision and joint participation in evaluation. Also, this position is administratively accountable which includes salary, working conditions, longer term planning and joint participation in evaluation to the governing body of the local ministry unit, through the Ministry and Personnel Committee.

Responsibilities:

- Leads a regular semi-monthly youth program
- Leads a regular semi-monthly youth church program
- Maintains ongoing relationships with youth
- Maintains a contact list of youth and parent contact forms
- Be available to accompany youth to social, recreational and faith related events.

**Other Required Knowledge, Skills, and Abilities:**

Is a baptized person

- Actively exhibits their Christian Faith
- Encourages others to live a life of faith
- Has an understanding of and is comfortable with the United Church of Canada theology and ethos
- Understanding of youth culture and child/adolescent development, particularly faith development
- Educational and leadership skills in the areas of group facilitation and program planning /implementation/evaluation
- Ability to recruit, develop, and coordinate volunteers
- Familiar with youth ministry resources of the United Church and from other appropriate sources
- Can plan and lead informal worship
- Thrives in a team environment
- Leads effective planning processes
- Collaborates and consults with others
- Communicates clearly, including appropriate computer skills and social media usage
- Has healthy personal boundaries and exemplifies these, including the concept of “Holy Manners”, in all communications, and personal interactions
- Models a welcoming, and inclusive approach to diversity
- Qualities that would be an asset: creativity, self-motivation, and organizational skills

Skills that would be an asset : valid drivers license, drivers abstract, and basic first aid

- Criminal record check

Terms of Employment:

This is a part- time position based on 6 hours /week

Probation period of 3 months

Term is 2 years with a possible extension

Rate of pay is approximately \$16/hour with payroll deductions for CPP, EI, and Income Tax. Pay will be negotiated based on qualifications and budget.

Holiday pay will be paid according to BC regulations.

Benefits will be provided according to the United Church Benefits for Lay employees.

Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee.