

## Haney Presbyterian Youth Worker Job Description

The Youth Director oversees a ministry that seeks to help every child, K through grade 10 on the Haney Presbyterian youth directory, make steps toward deeper maturity in Christ. The Youth Director reports to the minister.

The candidate must be a Christian, at least 19 years of age.

The emphasis for this position is on item #1: Youth Participation.

### Responsibilities

#### **1. Youth Participation**

- Oversee the Friday Night Youth programme (administration, rotate through the groups to meet Leading with Care standards, lead games as requested, substitute leader for groups as needed)
- Lead the We Believe programme (following the sermon) on Sunday mornings, encouraging children ages 10 and older to engage in worship
- Once a month, tell the children's story on Sunday mornings

#### **2. Contact Work**

- Know the names of every youth and parent on the rolls.
- Email all first-time visitors within 24 hours of their visit to Friday Night Youth or We Believe

#### **3. Volunteer Leader Development**

- Meet personally with each weekly youth ministry volunteer at least once a year, and check in with them at least quarterly on Friday or Sunday
- Attend Christian Education Committee Meetings

#### **4. Worship Involvement**

- Seek out those youth who do not typically attend worship, and invite them to sit with you during the services.
- Connect with the youth and families on Sundays
- We Believe and Children's Story

## **5. Church Staff Coordination**

- Communicate with the church staff, particularly the Senior Pastor, in such a way that they are informed.
- Meet with the minister as deemed necessary by the minister.

## **6. Ministry Needs**

- Ensure that the “in-between the cracks” needs of the youth ministry are handled in a professional and timely manner, including
  - Bulletin boards, Photography, Attendance
  - Newsletters, Bulletin and Church School Announcements
  - Forms and Registration

## Time

The position is for 6 hours a week (4 hours on Friday night (including administration and preparation), and two hours on Sunday morning, September 1 to April 30.

## Remuneration

This is a contract position, paying \$18 per hour (\$108 per week; \$3780 a year).

## Terms

1. Length of employment: September 1 to April 30, 8 months a year
2. Two week termination notice (employer or employee)
3. Applicant would require Leading with Care
4. Applicant would require a Criminal Record Check
5. Immediate suspension or dismissal for misconduct or violations of Leading With Care.