

**HODGES BOULEVARD PRESBYTERIAN CHURCH
JOB DESCRIPTION
DIRECTOR OF YOUTH MINISTRIES**

TITLE: Director of Youth Ministries

Reports To: Director of Faith Formation

Summary: This is a part-time (approximately 20 hours/week) exempt staff position for the Hodges Boulevard Presbyterian Church (HBPC). The Director of Youth Ministries (DYF) involves flexible hours, including evenings and weekends, and may include out-of-town travel for mission trips and/or camps, etc. The schedule may vary from week-to-week and during different times of the year. The expectation is that the DYM will work on Sundays, as well as other specific times as agreed by the Director of Faith Formation (DFF).

Working Relationships: The Director of Youth Ministries (DYM) position will report directly to the Director of Faith Formation (DFF). The DYM will collaborate with the DFF in overseeing a team of volunteers. The DYM will work with the Head of Staff/Senior Pastor, the DFF and Youth Ministry Leadership Team (YMLT) to define the vision, goals and strategies necessary to effectively lead youth into a growing relationship with Jesus Christ and to meet the mission / vision of HBPC.

Responsibilities:

1. Lead a lifestyle with attitudes and behaviors that witness to the grace of Jesus Christ and the love of God. Include prayer at all youth meetings, gatherings, and trips.
2. Implement and resource the Youth Ministry Program; including but not limited to: coordinating with the DFF in planning and implementing education programs, planning service and fellowship events, coordinating fundraising activities, and planning for youth mission trips, camps and conference trips with HBPC Youth Ministry missions, visions and values the basis for such programming.
3. Facilitate a Youth Sunday annually with youth participating in and conducting the worship service.
4. Serve as the primary liaison and chaperone for youth trips and drive the HBPC Church bus for church-related travel.
5. Communicate regularly with youth and their families through email, social media, website, texting, phone calls, and/or apps and encourage their involvement in youth programs.
6. Engage with students and their families (attend games and other extra-curricular activities, as appropriate)
7. Coordinate with the DFF in recruiting and training volunteer leaders to aid in planning and implementing youth programs and serve on the YMLT.
8. Oversee ministry administration including but not limited to: budget, calendar, communications, safety protocols, attendance tracking and database management.
9. Teach Sunday morning Discipleship Class.
10. Attend, and at times participate in, weekly worship services and elements of services.
11. Be supportive of and participate in Presbytery events, programs, and groups as relevant to youth ministries.
12. Fulfill and/or participate in other duties upon direction from the DFF.

Qualifications:

1. College degree preferred
2. Knowledge of and adherence to Reformed theology of the Presbyterian Church USA
3. Work experience in youth ministry with a demonstrated commitment to a local church
4. Demonstrated ability to bring imagination, intelligence and a contagious faith in Jesus Christ
5. Team player demonstrating communication skills to enhance working relationships among staff and with volunteers