



North Branch Reformed Church (NBRC)

POSITION DESCRIPTION

Youth Director

July 1, 2024

GENERAL FUNCTION:

The Youth Director will direct and oversee all aspects of NBRC youth and family ministries including the Preschool, Church Sunday School and Christian Education, Youth Groups, Vacation Bible School, and Youth Mission and Service activities. This position is part-time, 25-30 hours a week, and reports to Senior Pastor.

RESPONSIBILITIES:

1. Oversee the spiritual growth and pastoral care of NBRC youth by cultivating meaningful relationships, modeling a life of Christian faithfulness, fostering biblical teaching, and engaging in service with youth.
2. Prioritize relationship-building and provide support and care to youth and their parents. Lead outreach efforts to youth, students and their families who may not yet be Christians or church attenders and oversees their spiritual growth and pastoral care
3. Develop and execute age-appropriate youth programs, Christian education curricula, activities/events, retreats, Vacation Bible School, camp experiences and service opportunities
4. Work closely with the Christian Education team to lead, recruit and develop a team of lay NBRC Sunday School teachers
5. Train, supervise and support all Youth Group volunteer leaders
6. Facilitate worship, prayer, bible study, fellowship, mission and service by planning, organizing, and/or leading:
 - a. Weekly Sunday School curriculum and classes (Ages 3-High School)
 - b. Bi-weekly Youth Group meetings (Junior and Senior High)
 - i. expected to expand to a weekly meeting in light of anticipated growth
 - c. Monthly Event, Activity, or Service Opportunity
 - i. skating, bowling, laser tag, rock-climbing, Halloween party, Christmas party, Super Bowl party, amusement park, beach trip, ski trip, hiking, camping, service opportunities, etc.
 - d. Semi-Annual Retreat (Junior/Senior High)
 - e. Bi-Annual Summer Service or Mission Trip (Junior/Senior High)
 - i. exposure to social issues and help the youth process challenges theologically
 - f. Regular Opportunities for Additional Bible Study and Prayer (interested youth)
7. Attend weekly NBRC Staff Meetings as appropriate
8. Prepare youth ministry budget and steward church resources responsibly
9. Manage the youth ministry events calendar, coordinate scheduling, and provide clear, accurate, and timely communication with parents, volunteers, church staff, and ministry partners in close collaboration with the Christian Education team

10. Promote youth ministry programs through regular email campaigns, social media content development, banners and signs, and personal communication in close collaboration with the Christian Education team and Senior Pastor.

POSITION REQUIREMENTS

EDUCATION/TRAINING:

High School diploma or equivalent experience, college degree or seminary training a plus

LICENSES OR CERTIFICATIONS:

None required.

EXPERIENCE:

Prior professional experience working with youth in a Christian ministry context preferred

DEMONSTRATED BEHAVIORS AND SKILLS:

- Enthusiastic desire to serve and teach youth as evidenced by a love for youth at various developmental levels and a gift for encouraging them to grow in their relationship with Jesus and serve his kingdom
- Evangelistic heart and a passion for sharing the gospel with others
- Courtesy, caring attitude, commitment, and the ability to maintain confidentiality as appropriate
- Familiarity with resources for equipping families and volunteers
- Strong work ethic and an ability to carry out the various responsibilities of the position
- Excellent written, oral and social media communication skills
- Well-developed event planning skills
- Ability to recruit and develop a team of youth leaders and volunteers
- Understanding of and commitment to the basic convictions of reformed theology as expressed in the Reformed Church of America Doctrinal Standards
- Understanding of and commitment to the vision, values and philosophy of ministry of NBRC

Employee

Signature: John/Jane Doe, Youth Director

Date: _____

Approved: _____ <i>Amy Nyland, Head of Staff</i>	Date: _____
Approved: _____ <i>Larry Fox, Vice President of Consistory</i>	Date: _____