

Director of Youth Ministries
Job Description
Updated September 29th, 2021

PRIMARY FUNCTIONS:

Develop and lead Knox Presbyterian Church's ministry to those in grades 6-12.

ACCOUNTABILITY:

Accountable to the head of staff and to session through the human resources committee.

HOURS:

Half-time, 20 hours a week.

COMPENSATION:

\$24-\$27 an hour.

Low cost on-campus housing available if desired.

RESPONSIBILITIES:

- 1) Implement and oversee the activities and programs for youth in 6th through 12th grade.
- 2) Recruit, train, and support adult leaders and volunteer teachers to assist with and lead the Sunday night youth programs, Sunday school classes, and special events.
- 3) Organize and direct events for the youth throughout the year including but not limited to summer camp, retreats, Youth Sunday, and mission/service projects. Lead and/or organize the session-approved serving of communion for such events as appropriate.
- 4) Foster distinct identities for the middle school (6th-8th grade) and high school (9th-12th) youth groups.
- 5) Provide guidance and support to youth in their spiritual, emotional, and mental growth.
- 6) Facilitate communication with youth and parents, and communicate effectively with the Knox congregation regarding youth activities.
- 7) Coordinate and collaborate with the head of staff on leading the confirmation program for 9th-12th grade youth.
- 8) Coordinate and collaborate with the head of staff and committees on initiating and supporting a youth summer mission trip.
- 9) Attend the weekly staff meeting and monthly education and spiritual formation committee meetings.
- 10) Provide necessary administrative preparation and support related to youth ministry programs.
- 11) Supervise interns for youth ministry if and as appropriate.

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- 12) Monitor equipment and facilities for supporting youth activities, and alert the custodian and office manager to any repair or maintenance needs.
- 13) Engage in spiritual practices and attend to self-care in order to have the energy, imagination, and love to serve the church faithfully.
- 14) Other responsibilities as determined by the head of staff and/or session.

REVIEW:

A performance review will be conducted annually by the head of staff and the human resources committee.

QUALIFICATIONS:

- 1) Faith in Jesus Christ and a desire to communicate the Christian faith to youth.
- 2) The ability to demonstrate leadership and communicate effectively in a church context.
- 3) Energy, imagination, and love.
- 4) Knowledge of age group characteristics and the ability to translate this into effective programs of Christian education and formation.
- 5) Skills in recruiting, equipping, and organizing.
- 6) The ability to related personally to youth and their families.
- 7) The ability to work cooperatively with church staff, committee members, and adult volunteers.

APPLICATIONS:

In order to apply for the position, please email both a resume and cover letter to knoxrecruiting@gmail.com or send them by mail to:

Knox Recruiting
Knox Presbyterian Church
225 South Hill Avenue
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Phone inquires may be directed to Melissa Cooper at 630 335-0361.

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