

Coordinator of Youth Ministries
Toronto First United Methodist Church
(Part-Time Position)

JOB SUMMARY

The Coordinator of Youth Ministries is responsible for planning and coordinating the Adventure Club program for two hours after school, one day a week, for 36 weeks, during the months of September through May. He/she is also responsible for planning and running the Junior High (grades 5th - 8th) and Senior High (grades 7th - 12th) youth groups. Each of these youth groups will meet **every other week** on Sunday evenings to study/discuss a Christian-based lesson and participate in a fun activity or outing. It is essential that the Coordinator work well with children/youth and adults and provide a good example of Christian living.

QUALIFICATIONS

- Should be a Christian
- Should be enthusiastic and work well with children/youth
- Should be organized and responsible
- Should be able to relate well and lead adult volunteers
- Should be a high school graduate or equivalent

HELPFUL SKILL AND INTERESTS

- A strong desire for continual growth in the knowledge of God's word
- Ability to listen and communicate well with others
- Skill in researching issues, programs, and resources for children and youth in the community
- Interest in responding to the hopes and concerns of children/youth in the community

RESPONSIBILITIES

1. Coordinate and plan weekly Adventure Club meeting for 36 weeks during the months of September through May
 - a. Plan Christian-based lessons
 - b. Coordinate volunteers for craft, kitchen, and playground help
(Usually the volunteers work on a 6-week rotation)
 - c. Meet for 2 hours on Tuesdays after school (4-6 P.M.)

2. Coordinate and direct **(2-3 per month)** meetings/activities of Jr. High and Sr. High youth groups
 - a. Plan Christian-based lessons
 - b. Plan fun activities or outings
 - c. Meet for on and a half hours with each group **2-3** times per month (September through May)...preferably Sunday evenings (may be flexible based on activity or outgoing schedule)

3. In the event that the Coordinator cannot be present, for 1 or 2 above, they are to contact one of the approved volunteers (No gathering is to be cancelled). In one calendar year, (Sept. - May), if the Coordinator misses more than 4 scheduled meetings, a reduction in the amount of \$80.00 will be deducted from their salary. (Except For Hospitalization)

4. Handle in-coming and out-going expenditures (through the voucher system) of youth programs; maintain records.

5. Work closely with the pastor to keep him informed of program and youth concern

6. Report and update the Administrative Council on youth programs and activities

7. Be accountable to the Charge Conference through the Administrative Council

SALARY

\$577.00 per month for 9 months