

Genesis United Methodist Church
Part-Time Youth Director
2025 Job Description

Position Status: 20 Hours per Week

Salary: \$25,000 Annually

Purpose

The Youth Director shall provide leadership and vision to program development, coordination, implementation, as well as direction to staff and volunteers who are committed to youth, grades 6-12. The Youth Director will be responsible for helping the youth of Genesis United Methodist Church grow in their commitment to Jesus Christ by building relationships and fostering a safe and supportive Christian environment.

Qualifications and General Understandings

- Have a strong Christian faith and a commitment to sharing God's love
- Preferably, have a degree in education or certification in Christian education by the Virginia Annual Conference or have equivalent experience and background
- Include the study of the Bible and Christian principles shepherding youth, grades 6-12, under the leadership of the pastor(s)
- Have the ability to recruit, train, motivate and coordinate volunteers
- Have a cooperative spirit and good communication skills necessary to being a team member
- Have organizational and time management skills
- Have the ability to develop a budget and manage expenditures to stay within that budget
- Have a flexible schedule with primary responsibility on Sundays
- Have a willingness to learn new skills through continuing education

Staff Relationships

The Youth Director shall:

- serve as a member of the staff team and assume responsibility for the assignments of this position
- support other staff members in their area of responsibility
- work under the direct supervision of the pastor(s) and under the guidance of the Leadership Board

Responsibilities

- Develop trusted relationships with youth as a spiritual mentor and offer support to them and their families based on their needs
- Meet, welcome, invite, follow up with, and help to integrate new families into the life of the church
- Be a liaison between the church and other community organizations, people, and resources that relate to youth ministries
- Develop and present to the pastor(s) a plan to expand youth participation in church programs as well as identify new programs that meet the mission of the church
- Secure and provide materials for youth, grades 6-12
- Provide a Sunday School class for youth, grades 6-12
- Support high school graduates by providing information to them on ways they can continue their spiritual growth as they transition to college or employment
- Establish a schedule of activities that is ongoing and regular throughout the year
- Seek to develop a Youth Council, which will be comprised of adults and youth, for the purpose of planning the activities for the youth of the church. The Youth Council and/or Youth Director will:
 - ❖ Facilitate group spirit through recreational activities at the church or in the community
 - ❖ Develop programming having to do with practical applications of Christianity as well as personal growth, intellectual growth, and fellowship

- ❖ Arrange logistics for service projects and retreats
- ❖ Secure parents to help with meals and activities as needed
- Develop and administer a budget for youth activities
- Train and motivate volunteers to work with youth, grades 6-12
- Educate all persons working with youth in any capacity on Genesis UMC *Child Abuse Prevention Policy and Procedures*. (i.e. Safe Sanctuaries)
- Ensure that all volunteers working with youth have had a background check completed
- Attend staff and committee meetings as appropriate
- Maintain attendance records as needed for Virginia Conference requirements
- Submit relevant information to the person responsible for communicating church activities via social media, newsletter, and church sign

Employment Policy and Conditions

- The work week schedule, with an average of 20 hours per week for the Youth Director position, will be established in conjunction with the pastor(s). There will be adjustments to the schedule based on specific activities of the church.
- Employment and salary, which shall be remitted bi-monthly, is to be determined by the Leadership Board.
- The Youth Director shall be entitled to two Sundays per year as Paid Time Off (PTO). If more time than the allotted PTO is taken off, pay will be reduced for 2.5 hours, based on the hourly rate for the Youth Director. The PTO days will not roll over to the following calendar year. Pay will not be affected for other time off as long as the Youth Director is prepared to carry out all duties that take place on Sunday mornings. All time off shall be coordinated with the pastor(s) and a vacation request form should be completed in advance of time off.
- For a new hire, the pastor(s), under guidance from the Leadership Board, shall give an evaluation at the end of a 90-day probationary period of employment. Quarterly reviews will be conducted to determine whether program goals are being met. Either party shall have the right to terminate employment during or after this probationary period without cause. For non-probationary staff, there will be an annual evaluation by the pastor(s), under guidance from the Leadership Board.
- Termination of employment by the church shall be given in writing and become effective immediately.
- The Youth Director shall provide a minimum of 30 days written notification of resignation to the pastor(s). If any less notice is given, the employee shall forfeit that portion of the salary.
- Genesis United Methodist Church is an “at will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. The employer has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause.
- Ultimate accountability for this position shall be with the pastor(s) and under the guidance of the Leadership Board. The pastor(s), under guidance from the Leadership Board, shall review the position of the Youth Director annually to ensure that the needs of the church are being met. The Youth Director will be invited to meet with the pastor(s) for an annual review and discuss matters of mutual concern.
- All employees of Genesis United Methodist Church will be expected to read and sign the church’s *Child Abuse Prevention Policy and Procedures*. (i.e. Safe Sanctuaries) as accepted by the United Methodist Church. As required in that policy, a background check will be conducted and reported by the Virginia State Police prior to finalizing employment. All employees will also be expected to read and sign the church’s *Social Media Usage Policy*.
- Any employee who has been charged by summons, warrant, indictment, or information with the commission of a felony or misdemeanor, shall notify the pastor(s) or Leadership Board Chairperson within 24 hours of the charge.
- Funds may be available for training opportunities that would support the Youth Director’s duties. Time away from the church for participation in training shall be arranged with the pastor(s).

Acknowledgement

I acknowledge that I have read and understand the job description for the position of Youth Director at Genesis United Methodist Church.

Youth Director

Date

Pastor(s)

Date