



High School Youth Ministry Director
9th Grade through High School Graduation
Job Description

Status: Full-time; Exempt
Supervisor: Director of Children, Youth, and Family Ministry
Accountable to: Pastor, Learn; Executive Leadership Team; Church Council

Purpose: This role will provide leadership and program development to continue faith formation and confirmation education for 9th graders and high school students. Programs will provide a welcoming experience and an opportunity for students to engage. This role will also empower student leadership and volunteer opportunities in collaboration with staff leadership.

Qualifications:

- Bachelor's Degree in related field; preferred
- Degree or training in Children, Youth, and Family Ministry; preferred
- Demonstrated teaching experience at the high school level; accepted
- Curriculum and development discernment experience
- Program development and planning experience
- Demonstrated experience in large church CYF program ministry
- Familiar and comfortable with Lutheran (ELCA) theology
- Proficiency in Microsoft Office Suite, social media apps, and database software
- Ability to work with a diverse population of people and needs
- Effective written and verbal communication skills
- Effective relationship building skills
- Effective organizational skills and ability to effectively prioritize and meet deadlines
- Ability to lift 40 pounds repetitively and move freely between activities during active programs
- Successful completion of background check screens and annual motor vehicle record check as performed by SOTV

Expectations:

- Passion for student engagement in Youth Ministry programs and faith development opportunities
- Ability to maintain schedule of programs (i.e. Confirmation, Rite of Confirmation scheduled dates)
- Flexibility in hours and scheduling as needed including support of worship as needed to represent CYF ministry
- Comfortable speaking and leading in front of large groups
- Ability to work independently, as well as, in a team setting
- Comfortable recruiting and leading volunteers of all ages (youth – adults)
- Demonstrated initiative, positive attitude, independent work ethic, and ability to tackle work assignments with minimal supervision

Responsibilities and Essential Functions:

Develop, lead, and coordinate programming and events for 9th grade through High School students to support the values of, including but not limited to,

- Biblical learning, worship, service, and giving
- Caring relationships
- Rituals and faith practices

I. Weekly Program: 9th Grade Confirmation

- A. Develop, lead, and coordinate weekly programming
- B. Connecting and Communication
 - i. Weekly communication with families
 - ii. Communicate and connect with parents as appropriate
 - iii. Provide care ministry as appropriate to children and volunteers
- C. Support weekend worship in a rotation with CYF team
 - i. Good News For Kids
 - ii. CYF representation and visibility
 - iii. Registration weekends

II. Rite of Confirmation

- A. Coordinate and lead the Rite of Confirmation in collaboration with other staff, annually
- B. Coordinate leaders and participants to support the Rite of Confirmation service
- C. Meet 1:1 with students in preparation of Rite of Confirmation
 - i. Work in collaboration with Pastors and staff to coordinate other 1:1 conversations prior to Rite of Confirmation

III. High School Ministry

- A. Coordinate and lead programs for high school students
- B. Provide care ministry and support as appropriate to youth and volunteers
- C. Summer Immersion Lead
 - i. Coordinate summer trip details annually and collaborate with team members to delegate shared tasks including but not limited to
 - a. Leader training and CPR training
 - b. Trip planner budgets
 - c. Communication plan
 - d. Summer trip book
 - e. Devotion book
 - f. T-shirts
 - ii. Develop and plan summer immersion experiences
 - iii. Coordinate and lead a minimum of one summer immersion opportunity for SOTV youth
- D. Evaluate and reimagine current programs
 - i. Develop and implement strategies in collaboration with leadership to expand and grow
- E. Increase high school student participation and engagement

IV. Fellowship Events

- A. Develop, lead, and coordinate fellowship events for high school students as appropriate (including but not limited to college-age reunion over winter break)
- B. Provide a positive, invitational presence at middle-school events
- C. Develop, coordinate, and lead milestone celebrations as appropriate for high school youth

V. Administrative Duties

- A. Registrations
 - i. Coordinate Confirmation Class Registrations in coordination with CYF Admin
 - ii. Coordinate Event Registrations in coordination with CYF Admin or other appropriate staff coordinators
- B. Materials
 - i. Provide materials/handouts/supplements throughout the year
 - ii. Assemble / oversee assembly of resources
- C. Inventory and Supplies
 - i. Liaison to Nursery Lead for supply needs
 - ii. Place and receive orders as appropriate for programming
- D. Safety & Communications
 - i. Regular, appropriate communication with students and parents

- ii. Collaborate with appropriate staff to communicate necessary safety requirements to volunteers and staff as appropriate
- E. Meetings
 - i. Participate in staff meetings as appropriately scheduled
 - ii. Participate in regularly schedule supervisor meetings
 - iii. Regularly check in with program staff and/or leads
 - iv. Participate in review process

VI. Volunteer Management

- A. Recruit, train, and retain volunteers
 - i. Provide Leadership
 - ii. Roles and responsibilities
 - iii. Safety
- B. Communication
 - i. Provide regular communication
 - ii. Appreciation
- C. Oversee, schedule, and communicate with all volunteer teams regularly
- D. Volunteer recognition and gratitude

VII. Event Follow up

- i. Debrief and/or surveys as appropriate
- ii. Year-end evaluations with staff and volunteers as appropriate

Core Competencies:

Spiritual Maturity: Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic.

Commitment to Sharing the Gospel: Stand ready to communicate and spread a message of good news, based upon SOTV's mission and Lutheran theology; support a culture of welcome and invitation; use innovation and creativity to grow the ministry.

Care: Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and authority; demonstrate and communicate availability and approachability.

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Teaching: Design effective curriculum/programs and facilitate age-appropriate learning and engaging experiences in small and large group settings; design effective age-appropriate engaging experiences; demonstrate attention to detail by keeping the larger picture in mind while showing a willingness to attend to the smallest of details.

Entrepreneurial Spirit: Shows creative initiative with the organizational skills to carry out vision and implement goals; organizational capacity to put into action a vision for change; ability to create excitement for participation and promote growth.