



BLACKSBURG UNITED METHODIST CHURCH

Full Time Director of Youth Ministries

POSITION TITLE:	Director of Youth Ministries
REPORTS TO:	Lead Pastor
DEPARTMENT:	Programs
POSITION STATUS:	Full-time
FLSA (Fair Labor Standards Act) STATUS:	Exempt
SALARY:	\$35,500 annually plus benefits

SUMMARY: The Youth Director (YD) will work under the supervision of the Lead/Associate Pastors in carrying out his/her responsibilities, and in coordination with the Church Staff in accord with the mission and purpose of the church. The YD is the overall administrator for a comprehensive and consistent youth program for middle and high school students and their families. Recognizing the different services and the different worshiping communities across both campuses of BUMC, the YD will intentionally work to serve all youth and families in a collaborative way. Also, the YD is responsible for all other appropriate duties and responsibilities which may be assigned as changes occur or develop.

Essential Functions:

ADMINISTRATIVE DUTIES

- The Youth Director is responsible for:
 - establishing goals, writing a detailed plan for the youth of BUMC, and submitting it annually for approval by the Lead/Associate Pastors.
 - planning, organizing, and implementing the Sunday evening youth programs.
 - establishing and maintaining an ongoing recruitment program for youth.
 - maintaining a current data base of students and parents for communication purposes.
 - coordinating activities and small group experiences for youth.
 - advising students, coordinating transitional events to prepare students for transitions.
 - coordinating teachers and curriculum for middle and high school Sunday School classes.
 - developing and implementing youth ministry budget.
 - coordinating fund-raising events for summer mission trips.
 - attending Youth Council and Church Council meetings as required.

MISSION AND OUTREACH

- The Youth Director is responsible for:
 - organizing and attending summer mission trips.
 - planning and leading outreach events in the local community.
 - sponsoring and chaperoning a wide variety of youth trips, retreats, and other events.
 - educating youth and parents about mission opportunities near and far.

EDUCATION AND TRAINING

- The Youth Director is responsible for:
 - involving students and parents in leadership and volunteer roles.
 - engaging students in leadership development and training.
 - providing education and knowledge about current topics of interest to youth.
 - introducing and leading intergenerational activities and events for youth.
 - influencing the spiritual growth and development of youth consistent with the mission of the church.
 - serving as a spiritual leader and role model.
 - planning opportunities for youth and their families to experience Jesus Christ and grow in faith.

CONFIRMATION

- In collaboration with the pastors, the Youth Director is responsible for:
 - finding and developing a curriculum in line with the United Methodist Church.
 - creating a schedule that fits the curriculum and the desired Confirmation Sunday date.
 - attending the scheduled sessions.
 - planning and coordinating retreat for confirmands.
 - providing resources for the youth, their parents, and mentors to help connect them; including one on one meetings, as needed.
 - along with the pastors, facilitating Confirmation Sunday at both edges and Church Street campus.

WORSHIP AND CHURCH STAFF ALIGNMENT

- The Youth Director is responsible for:
 - helping youth create a sense of belonging and spiritual involvement during worship.
 - assisting students and families to stay connected with BUMC through planned activities and events.
 - bringing students into a closer relationship with Jesus Christ and student ministries.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

- The Youth Director is responsible for:
 - participating in youth-leader conferences and training in the District and Conference.
 - reading and maintaining a professional library of current resources using various media.
 - partnering with youth directors, VT Wesley leadership, and others in the community and throughout the District and Conference for sharing ideas, establishing best practices, and related experiences.
- Other duties as assigned.

THE SUCCESSFUL CANDIDATE WILL:

- Be a person of faith practicing Christian principles.

- Be knowledgeable of Wesleyan theology and able to work in a United Methodist context.
- Have an ability to maintain confidentiality.
- Demonstrate strong organizational and management skills.
- Demonstrate an ability to make sound decisions and take independent action.
- Have excellent writing and verbal communication skills and computer aptitude. Proficient in the use of social media platforms, computers, and related software including Microsoft Office Suite and Google Docs.
- Associate or college degree preferred in human development, education, psychology, or related field or equivalent education and experience.