

## JOB DESCRIPTION

<b>Job Title: Youth &amp; Young Adult Leader</b>	<b>Reports to:</b> Director of Christian Education
<b>Classification:</b> Part-time (15 hrs/week)	<b>FLSA Status:</b> Exempt
<p><i>Purpose of the job:</i></p> <p>The Youth &amp; Young Adult Leader is vital to the overall educational mission of Carter Memorial UMC by ensuring quality programs and mentoring for youth in grades 6-12 and young adults. The role of the Youth &amp; Young Adult Leader is to build a sense of community within the youth and young adults of the church that provides an opportunity for both spiritual and social development. The Youth &amp; Young Adult Leader is an integral part of the staff and reports directly to the Director of Christian Education (DCE) and the Staff Parish Relations Committee.</p>	
<p><i>Essential Functions/Responsibilities:</i></p> <p><i>Actively lead the youth program at Carter and provide guidance and teaching for its members</i></p> <ul style="list-style-type: none"> <li>• Create a welcoming, fun, and enthusiastic environment for youth to connect with one another and growth in their faith.</li> <li>• Work with the youth, their parents, and volunteers to develop and publish a yearly plan of at least one social, educational, spiritual, and/or mission oriented event per month.</li> <li>• Serve as the staff liaison to the Missions and Social Justice Committee (MSJ) to plan mission activities that encourage maximum involvement of the youth.</li> <li>• Recruit and train adult mentors to participate in youth activities.</li> <li>• Lead the instruction of the youth Sunday school classes (grades 6-8 and grades 9-12) and coordinate others to teach the classes.</li> <li>• Partner with the DCE to lead a confirmation program that meets the needs of confirmands and learning goals of the Christian Education program.</li> <li>• Coordinate with the DCE in developing and managing the annual budget as it relates to youth and young adult activities.</li> <li>• Attend staff meetings as directed by the Senior Pastor to communicate and connect youth and young adult activities to the broader themes of the church.</li> </ul> <p><i>Facilitate fellowship activities for young adults</i></p> <ul style="list-style-type: none"> <li>• Connect with young adults, explore fellowship opportunity ideas, and develop programs to encourage spiritual, emotional and community growth amongst young adults and the rest of the congregation.</li> </ul> <p><i>Build strong relationships with the youth and their families</i></p> <ul style="list-style-type: none"> <li>• Grow the emerging youth program by proactively reaching out to youth within the church to assess their spiritual needs and encourage them to participate in activities like worship, Sunday school, UMYF, choirs, retreats, etc. mission trips, etc.</li> <li>• Establish and maintain supportive appropriate relationships with youth and their families (for example, attending events of importance in their lives).</li> <li>• Connect the youth with the various interfaith opportunities in the area and United Methodist Youth activities in the New England Conference.</li> </ul> <p><i>Encourage growing levels of participation through strong marketing of the programs</i></p> <ul style="list-style-type: none"> <li>• Communicate in timely and effective ways with parents, youth, young adult and church staff.</li> <li>• Provide communication and publicity for youth and young adult events through the web, social media, email, and monthly newsletter to inform the youth and young adults and their families and encourage church-wide support of the youth and young adult programs.</li> </ul>	

*Qualifications:*

The candidate must have:

- A personal commitment to Christ and Christian education and support the United Methodist tradition.
- Passionate about inspiring youth and young adults and building relationships and a community of faith.
- Experience in Christian education leadership roles.
- Experience leading groups of youth—experience as a community service leader or as a youth counselor is preferred.
- Strong organization, planning, and communication skills
- The candidate must also read and agree to the Safe Sanctuary policy as adopted by Carter Memorial United Methodist Church. This includes agreeing to a CORI background check and acting in accordance with the provisions set forth by the Safe Sanctuary policy.

*Salary and Benefits:*

- The starting salary is between \$12,500 - \$15,000 per year
  - Benefits include:
    - FICA
    - Work-related mileage at the IRS allowed rate
- National holidays as designated by the SPRC

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPRC Chair Signature

\_\_\_\_\_  
Date