

## **Associate for Youth Ministries**

The Associate for Youth Ministries has a heart for reaching middle school and high school youth with the Gospel of Jesus Christ. This position will be responsible for all aspects of weekly youth programs (Sunday School, youth group) and special events (retreats, service events, etc), as well as maintaining the relational outreach and connection aspect of the Youth Ministry.

The Associate for Youth Ministries works under the supervision of the Associate Pastor for Next Generation Formation in accordance with all stated policies of the Church and to advance the overall mission of NPC, as part of the Church's ministry vision and strategic plan.

### **Primary Responsibilities:**

- Lead weekly Sunday school and Youth Group
  - Develop curriculum outlines for Sunday school and youth group
  - Lead the Sunday evening youth group
  - Communicate regularly with volunteers for Sunday school and youth group
- Organize and facilitate the annual Confirmation program
- Special Events
  - Plan and lead annual fall and winter retreats
  - Plan and lead youth service projects, in collaboration with the Director of Serve Ministries
  - Organize any other special events relevant to the goals of the youth ministry
  - Coordinate and lead summer programming and trips
- Recruit, train, and supervise youth leaders
- Maintain communication about programming with youth and families through weekly newsletters, digital outlets, the weekly bulletin, etc.
- Connect personally with all youth in the NPC ministry

### **Other Responsibilities:**

- Participate and collaborate with other staff:
  - Attend staff meetings as required, and maintain loyal, creative, and supportive relationships with other staff.
  - Participate in weekly Children's Chapel as a leader or assistant as needed
  - Support all Family Ministry events, including Easter and Christmas events
  - Work alongside summer interns and help lead them.
- Serve as a staff resource to the Youth Committee.
- Other duties as assigned to support the mission of NPC

### **Minimum Qualifications:**

- A Bachelor's degree, or equivalent ministry experience

- A maturing, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for Jesus Christ and the church
- Adherence to NPC's Youth and Children Leadership Covenant and the ability to sign NPC's Biblical Standards for Leaders statement
- Demonstrated enthusiasm for working with youth, with a willing spirit to serve and be used by God in the lives of youth
- Demonstrated willingness to learn, to be mentored and taught, and to improve leadership skills
- Demonstrated ability to plan and lead Bible studies, fellowship activities, and work projects
- Good skills in listening and oral communication
- Demonstrated ability to manage responsibilities with minimal supervision
- Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and as a team member
- Ability to pass appropriate pre-employment background checks to the Church's satisfaction
- The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee may sometimes be required to drive an automobile and is frequently required to stand, walk, and participate in sports or similar type physical activities. The employee is frequently required to carry documents or items from one building to another on the grounds of the Church.

**Preferred Qualifications:**

- Experience mentoring or leading groups of youth
- Familiarity with the PC(USA) and/or the Reformed theological tradition
- Innovative and self-starting work ethic

To apply, please submit the following to [kfranke@nationalpres.org](mailto:kfranke@nationalpres.org):

- Cover letter
- Resume
- List of 3 references

Applications will be accepted on a rolling basis until the position is filled.