

All Saints Episcopal Church
Director of Youth Ministries
Job Description

Job Title:	Director Of Youth Ministries
FLSA Classification:	Full Time Salaried Employee
Immediate Supervisor:	The Rector
Direction of Others:	Parish Youth

Summary of Job:

Organizes, directs, and maintains the parish's youth programs which shall include religious, educational and social activities.

Duties and Responsibilities:

1. Establishes, coordinates and directs all parish youth activities, primarily grades 6-12, ensuring that the programs are inclusive and educational.
2. Works a full time schedule keeping regular office hours and attends Sunday School and church service(s) on Sundays and other principal occasions.
3. Plans and maintains a calendar of events that shall be published at least a month in advance and regularly communicates and publishes youth activities in the *Herald*, special mailings, bulletin board updates, emails and website.
4. Assists with and supports the parish's Christian Education programs.
5. Participates in Diocesan youth events and maintains contact with youth leaders in the diocese, especially the Mobile/Eastern Shore area.
6. Works to develop leadership qualities in All Saints youth.
7. Will be visible in the youth's lives outside of the church. This includes school activities, sports, plays, recitals, etc. This helps deepen the relationship with the young people, as well as promotes the positive aspects of the church in their lives.
8. Spends time with the youth outside of Sunday youth group. Formulates events during the week (Bible Study, coffeehouse, holiday parties) which help maintain the relationships with the youth and allows them to have greater relationships with one another.
9. Participates in the planning of Confirmation and the follow through of the Retreat. After Confirmation, it is important to be available and welcoming to the new Confirmands as part of the community.

10. Design, plan and implement trips and retreats, Diocesan events, service projects or other youth ministry opportunities. Encourages participation in regional, diocesan, and national youth ministry programs.
11. Chairs fundraising for Mission trips during the summer, while including all youth and adults in the events to make the trip possible.
12. Regularly consults with the Rector and reports problems and concerns as they relate to the youth of the parish.
13. Attends and presents monthly reports to the Vestry and presents annual report at the annual parish meeting.
14. Establishes and maintains effective relationships with the youth, the parents, the membership, the Vestry, the Rector and the Mobile community.
15. Attends training programs as required and complies with all parish policies and procedures.
16. Performs other tasks as needed, as well as serve as a team player on office staff.

The statements listed above describe the principal functions of the job and should not be considered as a detailed description of all work requirements that are inherent in the position. To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. Reasonable accommodations will be made for individuals who are able to perform the essential functions of this job.

Degree of Supervision:

Performs activities under direct and indirect supervision

Education and Training:

Must hold a Bachelors Degree from a college of university. Previous work experience with youth is preferred.

Worker Characteristics:

Must have a responsible, ethical and professional manner with the ability to listen, learn and organize. Must be able to communicate effectively with people of different races, sexes, ages and social classes.

Non-Performance Requirements:

Must have a valid driver's license and Social Security card.