

Youth Director Job Description October 2022
West Side Christian Church (Disciples of Christ)
432 SW Lindenwood Ave, Topeka, KS 66606
(785) 234-0469 www.westsidedisciples.org

General Description

West Side Christian Church (WSCC) expects its Youth Director to form relationships with the youth, grades 6-12, sharing the good news of Jesus Christ and helping them to grow and deepen their faith through education, mission, relationships, events, and opportunities where they can be themselves, discern their gifts, and be empowered to be effective leaders and servants as called by God to be the body of Christ in the world. The Youth Director is also expected to connect with youth in the community, inviting their participation in projects and activities.

Accountability

The Youth Director is accountable to the Senior Minister with input and guidance from the West Side Christian Church Board. Requests for funds to support youth activities shall be e-mailed to the Board Treasurer for processing and approval. Receipts for purchased items should be given to the church's office administrator.

NOTE: West Side Christian Church is interested in reaching and engaging youth. Please do not let this job description limit your innovative ideas. West Side Leaders and the Senior Minister are open to discussing and implementing activities that will empower youth and enhance their spiritual journeys.

Primary Responsibilities

Sundays

- Lead Sunday School for youth, with assistance from volunteers if needed, 9:15-10:15 a.m.
- Attend the church service weekly, offering to sit with the youth.
- Assist youth as opportunities arise for them to participate in the service.

Youth Group

- Work with the Senior Minister to strategize ways to grow West Side's youth program; implement decided methods.
- Plan and host (or co-host) a youth group gathering (grades 6-12) at least twice a month, with a goal of 4 times a month. A suggested format for the month might be:
 - one gathering centered around a mission activity
 - one gathering involving another youth group or a Kansas Regional Youth activity
 - two gatherings involving a brief lesson and recreation
- Participate with the youth in West Side's 5th Sunday "Returning Love Through Mission" projects. This 5th Sunday intergenerational project could be the youth's mission activity for the month.
- Suggest ways that the youth might be actively involved in worship.
- Make the youth aware of West Side's vision/mission of WEAR Love, and plan goals for the youth group around this vision/mission.

Leadership/Administrative

- Mentor youth in developing their leadership skills by helping them plan and implement events.
- Work with church leaders to integrate youth into the life of the church.
- Record youth attendance numbers on Sundays, at Youth Group meetings, and at other events and submit numbers to the office administrator so they can be recorded in our church data for the Disciples of Christ Annual Yearbook report.
- Ensure that safety is practiced in all settings. Attend a “best practices” safety training approved by the Senior Minister.
- Distribute and collect signed permissions for photo releases, trips, social media posts, and emergency situations. Keep a copy on file in the WSCC office as well as keeping an accessible emergency contact list for activities.
- Communicate regularly with youth and their parents.
- Regularly post on West Side’s social media platforms. Posts should be of importance to the youth at WSCC and the community.
- Attend monthly meetings with the Senior Minister as well as attend bi-monthly Board Meetings, as needed.
- Encourage youth to attend the Kansas Region’s Church Camp. Work with volunteers from West Side as well as Regional Staff to make sure registrations are turned in.

Qualifications

- Must be at least 23 years old, which allows for at least a five-year span in age from the oldest youth served.
- Two plus years’ experience, professional training, and/or education in youth ministry or a similar field such as teaching, psychology, counseling, or social work. Experience shall be demonstrated through your résumé and a professional reference.
- Excellent written and verbal communication skills
- Possess a working knowledge of MS Word, e-mail, and have a special aptitude for Facebook, Instagram and Twitter as well as the social media platforms that the youth are currently using.
- Pass a background check.

Hours and Pay

- Average 3-5 hours per week, not to exceed 18 hours a month. Additional hours may be requested in writing through the Senior Minister.
- \$15.00/hour, not to exceed \$270/month unless additional hours have been requested and approved. (Salary is paid twice monthly on a 12-month schedule.)

Performance Reviews

Annual reviews will be held with the Personnel Committee and Senior Minister.

Please apply as soon as possible. You can find an application on our website at www.westsidedisciples.org or pick up an application in person at 432 SW Lindenwood Ave, Topeka, KS. (Call first to be sure the office is open.) When completed, please e-mail your application and résumé to office@westsidedisciples.org. You may also mail or take your completed application to the church. If you have questions, please call (785) 234-0469.