

Youth Director
Sharon Presbyterian Church – Charlotte, NC

Status: Interim Part-Time or Full-Time, Exempt, 12 months

Reports To: Senior Minister/Head of Staff

Primary Function

The Youth Director is responsible for developing and coordinating a comprehensive youth ministry, SPY (Sharon Presbyterian Youth), program by encouraging both positive peer support and cultivating spiritual development among the youth.

Qualifications

- Committed Christian – solid Christian faith expressed with enthusiasm and patience
- College degree preferred
- Friendly, energetic, relating well to youth and their parents
- Knowledgeable of Presbyterian Theology and Polity
- Ability to plan and co-ordinate activities for Middle School and Senior High Youth Programs and to communicate and market clearly and effectively
- Ability to work with and develop youth advisor volunteers
- Creative and forward thinking

General Responsibilities

- Be accessible to youth by phone, e-mail or in person during mutually convenient times on a daily basis. Calls and e-mails should be answered promptly.
- Be on-site at those times when youth are most likely to be in the building.
- Maintain a Facebook page and twitter account that may include contacts, flyers, calendars, etc. (or other social networking as technology evolves)
- Maintain a youth bulletin board.
- Participate in weekly staff meetings.
- Provide content for youth section on the church website.
- Develop age-appropriate programming, which is consistent with Christian values, that is balanced, including religious, education, social action, fund-raising, athletic, cultural and social components.

Administrative Responsibilities

- Provide budget responsibility for Youth Ministry budget with oversight from the Teaching Committee of the Session
- Collect, track and submit, in a timely manner, all membership forms, release forms, regional event applications, and insurance information as necessary for local, regional and international events.
- Ensure that each youth group member has a medical release on file.
- Oversee transportation to and from each event.
- Coordinate Youth Events with church calendar
- Miscellaneous: Other duties as assigned including, but not limited to:
 - The youth director may also be responsible for maintaining ties with former SPY members who are in college, perhaps with mailings, gift packages, participating in church-wide and denomination-wide programs including but not limited to Montreat Conferences for Youth and College Students, Youth Trienniums, etc.