**The Presbyterian Church of Jackson Hole**

**Youth Ministries Coordinator**

**A. Title: Youth Ministries Coordinator**

**B. Summary and Purpose of the Position**

The position of Youth Ministries Coordinator exists in order to ensure that PCJH passes on the Christian faith by partnering with students, families, and the congregation as we GATHER to love God, GROW to know and follow Jesus, and GO to make a difference in the world. The YM (Youth Ministries) Coordinator is responsible to provide and oversee a ministry that seeks to serve and help every 6th through 12th grade student and their families at PCJH make steps toward a deeper knowledge and maturity in Jesus Christ.

The YM Coordinator will report directly to the Associate Pastor and be accountable to the Head of Staff, and the session of PCJH.

This is a part-time position up to 20 hours per week.

**C. Qualifications:**

1. A love of God through Jesus Christ, demonstrating growth and maturity in faith.
2. Be supportive and enthusiastic about pursuing the vision and mission of PCJH;
3. A sense of call, passion and commitment to youth and their families.
4. Has the necessary skills/professional abilities to fulfill this job.
5. Able to work well with others and be a team player.
6. Ability to present a positive impression through written, verbal, and relational skills.
7. Able to lead teams of volunteers, parents and students.
8. Demonstrates flexibility, organization, planning and management skills.

**D. Responsibilities**

**Youth Participation**

1. In collaboration with pastoral staff and Youth Ministry Team, oversee and implement an integrated, year-round ministry for the spiritual development of the youth (Middle School and High School) and families of PCJH as we strive to partner home and congregation.
2. Provide leadership for middle school Sunday school, Wednesday nights high school, Sunday night middle school, and any other youth ministry programming.
3. Oversee and guide the Milestone Ministries program related to youth ministry.
4. Partner with Jackson Hole Young Life as a volunteer leader and active participant in both Wyldlife and Young Life.
5. Research and provide mission/service opportunities inside and outside of our community.
6. Ensure that the needs of the youth ministry are handled in a professional and timely manner, including
   * + Bulletin boards, Photography, Attendance
     + Newsletters, Bulletin and Church School Announcements
     + Forms and Registrations

**Contact Work**

As time allows, build relationships with youth through intentional contact with them; i.e. , lunches, dinners, coffee, school lunch visits, attending sporting events, and participating in recreational activities together.

**Youth Volunteer Leader Development**

With the Youth Ministry Team, assist in the development of volunteers for the youth ministries.

**Event Planning**

Help plan, promote, and implement any major and special events (i.e. Easter, 30-hour famine, Mother’s day, 5th grade graduation, high school mission trip, middle school camping trip, youth retreats, lock-ins etc.)

**Youth Ministry Advisory Team**

1. Assist the Youth Ministry team in developing and maintaining the youth program’s strategic plan, vision, and both short-term (annual) and long-term goals.
2. In partnership with the Associate Pastor and Elder for Youth Ministries, serve as the staff resource for the work of the Youth Ministry Team.
3. Follow all Safe Church policies.
4. Being available for youth and their families as needs arise for care and support.

**Church Staff Coordination**

1. Communicate with the church staff, particularly the pastoral staff, in such a way that they are informed and enthusiastically supportive of the priorities and programs of the youth ministry.
2. When available, work in partnership with other church staff via weekly worship, staff meetings, devotional times, or when asked or required.

**Parents/Communication and Profile**

Maintain quality and regular communication with parents and families.

**Managing Resources**

1. Each year, with the Associate Pastor and YMT, establish a budget and other resource needs for the Youth Program.
2. Manage the budget and resources throughout the year, keeping the Associate Pastor apprised of any unbudgeted opportunities, resource needs, changes or concerns.
3. Plan, lead and implement creative fundraising opportunities.

**E. Supervision**

Under the direct Supervision of the Associate Pastor and overall under the Head of Staff.

**F. Accountability**

The Youth Ministries Coordinator agrees to abide by the personnel and Safe Church policies as adopted by the session.

As with all staff, the Youth Ministries Coordinator is accountable to Jesus Christ, Head of the Church, and to the session of PCJH.

**G. Compensation and Benefits**

PCJH will provide a competitive hourly wage commensurate with experience.