

**The Presbyterian Church of Jackson Hole
Youth and Young Adult Ministries Director**

(last updated October 2026)

A. Title: Youth and Young Adult Ministries Director

B. Summary and Purpose of the Position

The position of Youth and Ascent Ministries Director exists in order to ensure that PCJH see lives being transformed in Jesus Christ by serving students, families, young adults and the congregation as a community, rooted in Christ and reaching out in love. The YAM (Youth and Young Adult Ministries) Director is responsible for providing and overseeing a ministry that integrates youth and young adults into the body and mission of Jesus Christ.

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

This is a full-time position.

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. A sense of call, passion and commitment to serve the young adults of PCJH.
5. Has the necessary skills/professional abilities to fulfill this job.
6. Able to work well with others and be a team player.
7. Ability to present a positive impression through written, verbal, and relational skills.
8. Able to lead teams of volunteers, parents and students.
9. Demonstrates flexibility, organization, planning and management skills.

D. Responsibilities

Youth

1. In collaboration with pastoral staff and Youth Ministry Team, oversee and implement an integrated, growing, year-round ministry for the spiritual development of the youth (Middle School and High School) and families of PCJH striving to partner home and congregation.
2. Provide quality leadership for all youth ministry programs (i.e. Sunday School, mid-week gatherings, special events, mission trips, retreats, etc.)
3. Design, plan and implement an annual confirmation program for youth.
4. When possible, pursue ecumenical relationships and partner in programming with other Christ Centered organizations in Jackson Hole.
5. Research and provide mission/service opportunities both inside and outside of our community.
6. Ensure that the needs of the youth ministry are handled in a professional and timely manner, including:
 - Social media, Email, Photography
 - Newsletters, and Announcements
 - Forms and Registrations

Youth Contact Work

Build relationships with youth and young adults through intentional contact with them outside programmed activities, i.e. lunches, dinners, coffee, school lunch visits, sporting events, and other recreational activities.

Youth Volunteer Leader Development

1. Identify, recruit, train and oversee adult and/or student volunteers for the youth ministry.
2. Build a vital volunteer team for the youth ministry.
3. Ensure all volunteer leadership adheres to all church policies and procedures.

Event Planning

1. Help plan, promote, and implement major and special events for both middle and high school in line with the mission of PCJH and youth ministries (i.e. graduation, mission trip, youth retreats, lock-ins etc.)
2. Help plan, promote, and implement special events for young adults.

Youth Ministry 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. Be available for youth and their families as needs arise for care and support.

Young Adult (Ascent) Ministries

1. In collaboration with pastoral staff the Ascent Ministry Team, oversee and implement an integrated, year-round ministry for the spiritual development of young adults (college-age and above).
2. Provide leadership for all Ascent gatherings (Ascent, retreats, special events, etc.)
3. Partner with ACMNP (A Christian Ministries in the National Parks).

Ascent Ministries Team

1. In partnership with the Associate Pastor and Elder for Ascent Ministries, serve as the staff resource and liaison for the young adult ministries.
2. Follow all Safe Church policies.
3. Be available for young adults 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 and young adult ministries.
2. When available, work in partnership with other church staff via weekly worship, staff meetings, staff retreats, 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 the Youth Ministries elder, establish a budget and other resource needs for the Youth and Ascent Programs.
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 as needed.

E. Administrative Responsibilities

1. Manage youth and young adult mail, email, texts, phone calls, office traffic, and files.

2. Assist with developing, revising, and maintaining any documents that includes the vision as well as the volunteer position descriptions, policies, procedures, calendars, curricula.
3. Maintain data entry and gather and enter data accurately.
4. Gather and maintain necessary paperwork for students, as well as any State and church required documentation, including applications, background checks, drivers' licenses, insurance for volunteers and staff.
5. Manage purchase of supplies for youth and Ascent programs within the annual budgetary requirements and gather and submit receipts for all payments as required by the established policies and practices of the Finance Team of PCJH.

F. Supervision

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

G. Accountability

The Youth and Ascent Ministries Director agrees to abide by the personnel and all church policies as adopted by the session.

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

H. Compensation and Benefits

The YAM Director will be compensated with a competitive salary and full medical benefits. Full-time employees also receive holiday pay, vacation days, and sick days in accordance with the current PCJH Personnel Policy.