

BETHANY COMMUNITY CHURCH
JOB DESCRIPTION

Director of Youth Ministry and Volunteer Operations

Summary: The Pastor/Director of Youth Ministry and Volunteer Operations spiritually equips students, grades 6-12, to be whole-hearted and lifelong followers of Christ in an intergenerational community. They have a passion for pursuing relationships, recruiting and developing volunteer leaders.

Location: Bethany North

Reports to: Pastor/Director of Family Ministry

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

- Relationally motivated (youth)
 - Invite relationships with all youth 6th-12th grade.
 - Develop and encourage youth leaders to imitate a relational ministry model.
 - Staff and provide leadership for all Youth Ministry events, classes, large and small group gatherings.
 - Collaborate with a parent support team to serve leaders and students.
- Facilitate Discipleship (youth)
 - Teach and lead Christian formation opportunities for youth programming.
 - Provide resources for students, leaders, and parents that are consistent with Bethany's theology, developmentally appropriate, relevant, and user-friendly.
 - Encourage and empower a small group discipleship model.
 - Pursue opportunities and develop training for both youth and leaders to serve in church and with outside outreach opportunities that align with Bethany's mission and values.
- Encourage Leadership (CYFM)
 - Recruit and empower volunteers to warmly welcome children, youth and families during new family registration and orientation, drop offs, and child pickup
 - Alongside the Director of Children's ministry, provide leadership in the development and maintenance of procedures for the recruitment and onboarding of volunteers, incident reports, safety standards, and additional areas introduced by Ministry Architects.
 - Collaborate with the Director of Children's ministry and the Director/Pastor of CYFM to support operations for all Intergenerational and Family Ministry events.
- Perform other duties as a member of the North and Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Gifted as a leader and teacher of students, ages 11-18
- Dedicated to and capable of equipping others for ministry, including youth leaders and interns
- Conversant in faith and youth development
- Contagious enthusiasm for learning
- Public speaking and written communication skills
- Bachelor's degree and three to five years relevant work experience, or an equivalent combination of education and experience required; youth and spiritual development education/experience preferred
- Basic computer skills required, proficiency in various technological platforms (Microsoft Office, Google applications, and church management platforms) preferred
- Ability to manage both people and financial resources, experience preferred

OTHER SPECIFICATIONS

Work Schedule: Typical work schedule is Sunday through Thursday, 40+ hours/week

Physical Demands: Must be able to work in a mobile church setting as well as an office environment. Must be able to help with event and weekend set up, if needed. Must be able to lift small boxes and/or equipment up to 40lbs.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and requires managing competing demands. Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.