



Greensburg United Methodist Church
PO Box 155, Green OH 44232
2161 Greensburg Road, North Canton OH 44720
Phone 330-896-1936
office@greensburgumc.net

JOB DESCRIPTION – Coordinator Youth Ministries

Position Overview

This position will ensure consistency in youth ministries at GUMC. The Coordinator for Youth Ministries will provide a foundation for lifelong faith and discipleship in Jesus Christ for children, students and their families.

Position Goals

- I. Develop and maintain a Sunday school program for 7th to 12th grade students which develops children into disciples of Jesus Christ.**
 - a. Recruit and support other Sunday school teachers and/or volunteers.
 - i. Collaborate with volunteers to select appropriate curriculum.
 - ii. Determine needed resources to support programming.
 - b. Be present during Sunday school.
 - c. Integrate into the life and missions of the Church.
 - d. Welcome and engage students and their families.

- II. Design and implement a program of regularly scheduled activities for youth and student faith development, outside of Sunday morning.**
 - a. Fellowship activities.
 - b. Student Ministry / Missions.
 - c. Summer Mission Trip

- III. Administrative functions specific to youth ministry.**
 - a. Collaborate and support Safe Sanctuary Training.
 - b. Maintain files and records for volunteers and events, including contact information, financial reporting, incident reports, etc.
 - c. Communicate with students, families and congregation through church website, social media, church bulletin and monthly newsletter.
 - d. Manage programming budget.
 - e. Prepare annual calendar of student activities/events for church calendar.
 - f. Attend some staff meetings with Pastor, staff members, and volunteers.
 - g. Maintain good working relationship with staff, volunteers, and families.

- IV. Participate in continuing education for personal and professional development, learning best practices, gaining new ideas, and support.**



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Position Goals – cont'd

V. Develop a plan to celebrate milestones within the church such as:

- a. Confirmation Celebration
- b. Baptisms
- c. Scholarship
- d. Graduation Sunday
- e. Youth extracurricular Activities

Reporting Relationship

Reports to: Pastor and SPR Chair

Skill Set /Education Requirements

- Strong Christian faith, with preferred knowledge of United Methodist Church theology.
- Ability to create and develop new ideas to vitalize youth Sunday morning spiritual development and other programming.
- Ability to manage multiple tasks and projects simultaneously.
- Excellent attention to detail, organization, and priority management is essential.
- Possess excellent written and verbal communication skills.
- Able to work with youth representing spectrum of gender and sexuality.

Hours

Part time position able to work 3-4 hours per week (approx. 12-16 hours per month)

(One hour with youth every Sunday + one hour per week prep work + one day/evening activity per month approx. 2-3 hours)

September – May.

One youth mission trip during the summer (approximately 3 days).

Compensation

\$2,000.00 per year.

Includes annual budget for supplies, activity/entry fees, and transportation.

Please send cover letter expressing your interest with resumes and three (3) references to:

jobs.greensburgumc@gmail.com