

**Job Description – Hutto Discovery UMC
Youth Director**

Reports to: Pastor

Approved by SPR Team: 8/4/15

Revised by SPR Team: 5/3/16

Directly Supervises: None

Status: Part Time (10 hrs wk)

Performance Review: Annual

Job Summary

The youth director creates and organizes a vibrant ministry to the youth (6th–12th grade) of the church.

Essential Functions:

- Plan and attend weekly gathering for youth
- Coordinate meal schedule for Wednesday night youth and other studies
- Plan, advertise and lead monthly events outside of weekly Bible study
- Plan annual Mission Trip including sign ups, fundraising, and planning for event
- Contact and communicate with the parents and the church as a whole
- Share regular updates on upcoming youth events, volunteer needs, etc.
- Recruit and communicate with volunteers, ensuring they complete all requirements for MinistrySafe
- Attend Sunday worship services to greet youth and families and invite others to participate. Attend all three services throughout the month to become a familiar face (not required to be at each service every week).
- Assist regularly in worship: making youth announcements, helping with kids' sermons, etc.
- Help recruit youth helpers for special worship needs

Minimum Qualifications:

- Working knowledge of the following:
 - Microsoft Office Products
 - Image editing software
 - Google Docs, Drive, Calendar, and Mail
 - Basic social media use
- Educational Requirement: High School Diploma or equivalent

Core Competencies:

- **Mission Ownership:** An understanding and support of the mission, vision, values and beliefs of Hutto Discovery UMC.
- **Spiritual Maturity:** Has a background of continuing Christian spiritual growth, basic understanding of UM Theology, and basic Bible knowledge.
- **Interpersonal Skills:** Engages others in a positive way