

Title: Youth Ministry Assistant

Reports to: Director of Youth Ministries

Collaborates with: Youth Board, Board of Christian Education, members of congregation, middle school students, Director of Family Life, Director of Children's Education, Board of Christian Outreach

Employment Status: part time, 10-15 hours per week

Position Objective

This position will organize and execute the Christian education program known as Community In Action for over 50 Middle School Students. This position will work closely with adult volunteers to create a small group experience that will facilitate the students' growth in the Countryside faith community through a wide variety of church service activities and faith based discussions in a small group setting.

Organizational responsibilities:

- Coordinate adult volunteers to lead 8 small groups of 5-8 middle school students.
 - Recruit adult volunteers to lead small groups during the school year
 - Organize youth into small groups
 - Provide training for adult volunteers
 - Check in with adult volunteers on a weekly basis
 - Provide adult volunteers with any needed written materials
 - Schedule small group meeting times
- Coordinate church specific service activities.
 - Work with director of family life, youth director, and others as needed to coordinate service activities within the church the middle school students may participate
 - Update the projects monthly and provide the adult volunteers a list of current opportunities
- Provide quarterly evaluations of the program to the youth director, board of youth, and board of Christian education

Resource responsibilities:

- Establish and maintain a list of current church specific volunteer opportunities.
- Provide adult volunteers with all necessary written materials for group discussions.
- Provide adult volunteers with forms to track student service hours.

Applicants:

Please send your resume, contact details and any cover letter information you choose to share by email to: deb.mccollister@gmail.com

Competencies and Characteristics Required

Character	<p>A prayerful, insightful, and enthusiastic person</p> <p>A person who understands and believes in the value of a an intergenerational faith community</p> <p>A person with a passion for fostering faith development among teens</p>
Sensitivity	<p>Demonstrate sensitivity to the emotional and physical development of middle school students as it relates to their spiritual growth</p> <p>Demonstrate strength in organizing small groups while being sensitive to the needs of the volunteers leading those groups</p>
Problem Solving	<p>Ability to address issues that may arise in a small group setting with confidence and composure</p> <p>Demonstrate ability to be proactive about situations that arise with middle school students and their parents</p>
Organizational and planning skills	<p>Ability to employ technology to communicate and organize (e.g., email and database development)</p> <p>Ability to foster and maintain relationships with teens and adults</p> <p>Ability to work with various individuals and groups within the church while being sensitive to the demands on their time and talent</p> <p>Ability to help shape the direction of this program</p>
Communication skills	<p>Ability to communicate in an honest and open manner</p> <p>Ability to listen and respond effectively</p> <p>Ability to make volunteers feel appreciated and valued</p> <p>Proactive in all forms of communication</p>
Self-Management	<p>Ability to visualize and execute the program without day to day supervision</p>
Education or Training	<p>Background in Education</p> <p>Knowledge of group dynamics</p>