

POSITION TITLE: Middle School Ministry Coordinator
REPORTS TO: Director of Youth Ministries
WAGE REVIEW: Annually by the Church Council

POSITION OBJECTIVE:

To coordinate the 6th - 8th grade youth program in cooperation with the Director of Youth Ministries, Associate Pastor, Confirmation Coordinator, Youth Administrative Coordinator, and Youth Team and provide leadership to assist the youth of our congregation in building a solid foundation for Christian living, spirituality, ministry and outreach.

TASKS & RESPONSIBILITIES:

- Plan, implement, and continue to grow regular programming/ministry for youth in grades 6-8.
- Work with Associate Pastor, Director of Youth Ministries, and Confirmation Coordinator in planning, implementing, and administrating the confirmation ministry.
- Participate in middle school youth activities while providing spiritual support and guidance to youth.
- Use multi-media equipment to communicate and minister to the youth and their parents and to the congregation (i.e. newsletters, web site, email, phone calls, notes, Power Point announcements and presentations, etc.).
- Attend weekly planning sessions with Youth Department.
- Coordinate administrative details together with the Youth Administrative Coordinator for each middle school event (i.e. chaperones, transportation, sign-up, parental communication, forms, etc.).
- Attend monthly Youth Team meetings.
- Attend Staff meetings at least bi-monthly and Church Council meetings as needed.

(over)

QUALIFICATIONS:

- Must be 21 or older.
- Previous work or volunteer experience in youth ministry.
- Good driving record.
- Likes, understands and relates well with middle school youth.
- Energetic, organized, and motivated in serving youth.
- Excellent written and verbal communication skills, as well as computer literate.
- Open, accepting, and nurturing to all youth and their parents.
- Christ-centered and ability to develop and grow spiritual relationships with youth.
- Excellent Biblical knowledge and supports ELCA theology.
- Support of a mission-based church philosophy.
- Understands and maintains confidential information as it pertains to members and visitors.
- Demonstrates competence in making decisions.
- Demonstrates proficiency in interpersonal relationships and communication.
- Demonstrates skill in establishing effective working relationship with youth, staff, and lay leaders.

EXPECTATIONS & BENEFITS:

- 20 hours per week.
- Two weeks paid vacation per year based on weekly scheduled hours.
- 5 days sick leave per year at average weekly hours.
- Comp time available for days off and retreats worked.
- Annual Continuing Education Allowance of \$250.
- Compensation to Commensurate with experience.