



## HODGES BOULEVARD PRESBYTERIAN CHURCH

### DIRECTOR OF YOUTH MINISTRIES

#### Staff Job Description



### CHURCH OVERVIEW

Hodges Boulevard Presbyterian Church (HBPC), located on Hodges Boulevard between Beach Boulevard and J. Turner Butler Boulevard, is a warm, welcoming, PCUSA congregation described as “big enough to make a difference – small enough to be a family”. The church family of HBPC prides itself on ‘supporting one another in times of both joy and sorrow’.

### POSITION SUMMARY

The Youth Director will provide leadership to both Middle School (6<sup>th</sup> – 9<sup>th</sup> grade) and High School (10<sup>th</sup> – 12<sup>th</sup> grade) students. This individual will need to foster and develop relationships with the youth, and their families, and volunteer leaders in creating a compelling community of youth disciples.

The Youth Director position requires flexible hours, including evenings and weekends. The position is a full time, exempt, salaried position. The actual hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year. The expectation is that the Youth Director will work on Sundays as well as other specific times as agreed upon with the Head of Staff/Senior Pastor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Vision and Leadership*

1. Lead a lifestyle with attitudes and behaviors that witness to the grace of Jesus Christ and the love of God. Include prayer at all youth meetings, gatherings, and trips.
2. Evaluate and champion existing youth programming; suggest improvements, and create other ministry ideas/programs in consultation with the Youth Ministry Committee (YMC), the Pastor and the Christian Education Committee.
3. Maintain the vision (bird’s eye view) of the youth ministry of the church (i.e. how scheduling, facilities, materials, etc. could be improved to help the formation of faith for the youth); share observations and recommendations to relevant committees and staff.
4. Implement and resource the Youth Ministry Program. This includes building education programs, planning service and fellowship events, coordinating fundraising activities, and planning for youth mission trips, camps, and conference trips. HBPC Youth Ministry missions, visions, and values will be the basis of programming.
5. Provide youth programming and projects of high quality, fun, age appropriate, and accessible to youth with a variety of abilities, interests, and attention spans.
6. Design and implement a program where the youth of HBPC:
  - experience God’s love
  - learn from God’s word
  - build lasting friendships with one another
  - assist you as they learn to be involved in the Church as they grow and mature

#### *Community and Connection*

1. Communicate regularly with the youth and their families through email, social media, website, texting, phone calls, and/or apps, and encourage their involvement in youth programs.
2. Engage with students and their families (attend games and other extra-curricular activities, be a presence on campus, grab a meal/coffee with the youth/parents/YMC members) beyond regular youth programming in building relationships.
3. Coordinate Youth Sunday activities for at least one Sunday service during the calendar year.
4. Organize the Sunday evening and/or mid-week youth ministry/fellowship program in advance of



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the school year to support and align with student extracurricular activities, and the church calendar.

5. Recruit, train, and support ministry volunteer leaders who will help in the planning and implementation of all programs and serve on the Youth Ministry Committee.

#### *Administration and Program Management*

1. Support the summer Vacation Bible School program (i.e., recruit volunteers; assist with coordinating youth volunteers & participants, as needed; be the main contact person for youth participating as Youth Leaders, answer questions, providing on-site leadership of youth) and assist, as directed, each day.
2. Coordinate with the Youth Ministry Committee, staff and the Christian Education Committee on program plans and scheduling including presenting Confirmation Class, as needed.
3. Coordinate with Office Manager to promote youth programs through the HBPC weekly e-blast and social media.
4. Develop and work within an approved budget for expenditures; develop plans and presentations to secure funding outside of budgeted expenditures in advance of need.
5. Participate in weekly staff meetings; Session meetings at least quarterly, and other committee meetings, as required.

#### **DESIRED QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)**

1. A deep and lived faith in God and a desire to share that faith with the HBPC youth and children.
2. A working knowledge of scripture and supporting of the Reformed Theology undergirding the tradition of the Presbyterian Church (U.S.A.),
3. A 4-year degree or equivalent; including a minimum of two years' experience leading youth in a spiritual, educational or recreational environment
4. Good verbal and written communication skills; skilled in collaboration with staff, parents and youth
5. Up-to-date knowledge of issues facing youth; both in society and in the schools; compassionate with ability to listen and talk with youth
6. Basic computer skills such as MS Office, Signup Genius, and the ability & willingness to learn other web-based programs (i.e. the Vacation Bible School website portal offered through the curriculum's publisher)
7. CPR

Qualified applicants are invited to share a resume and cover letter to [Mariehbpc722@gmail.com](mailto:Mariehbpc722@gmail.com); with subject The Search Committee.