

## **Pierce Church Job Description: *Director of Middle and High School Youth Ministry***

**Purpose:** The Director of Middle and High School Youth Ministry supports the mission of Pierce Church through the engagement and discipleship of youth from 6<sup>th</sup> through 12<sup>th</sup> grade

**Supervision:** The Director of Middle and High School Youth Ministry reports directly to the Lead Pastor who works in collaboration with the Leadership Board of Pierce Church

**Position Hours:** Full-Time

**Compensation:** Salary pay commensurate with education and experience

**Benefits:** 3 weeks of vacation (including Sundays) a year; sick-time as needed; health insurance stipend

### **Ministry Responsibilities:**

- Prepare youth group messages, lessons, and activities unique to both middle and high school students
- Work with Director of Children's Ministry to decorate space for thematic connection/inspiration
- Foster local school/community partnerships and visits (lunch at school, FCA, Baccalaureate, etc.)
- Promote and oversee administrative elements of summer camps
- Maintain clear communication with students and parents through social media, email, text, etc.
- Organize and promote special events such as Fall Kick-Off, Winter Jam, Christmas parties, etc.
- Oversee volunteer recruitment, development, encouragement, and discipleship
- Shop for supplies and equipment as needed
- Maintain Youth Ministry budget and financial accountability
- Maintain organization in areas of storage and within shared spaces
- Grow professionally through reading, studying, visiting conferences, and trainings
- General administration including background checks, building security, networking, mailings, flyers, etc.
- Organize, lead, and attend various church meetings to advocate for youth and families
- Write and submit grants to support program supplies, initiatives, and special events
- Partner with students, parents, volunteers, and Lead Pastor to select, create, and implement age-appropriate, relevant, and biblical curriculum for youth gatherings
- Offer pastoral support to youth and their families as needed and appropriate
- Model spiritual maturity and engage in discipleship and mentorship relationships with youth
- Attend games/events/gatherings on occasion in support of youth (i.e. games, choir concerts, etc.)
- Maintain a clear calendar of events and coordinate with Church Office for facility and van use
- Assist Church Staff with general graphics, social media presence, promotion, website, etc. as needed
- Attend staff meetings as scheduled and requested by the Lead Pastor
- Partner with the Lead Pastor to develop a culture of mission and discipleship at Pierce Church

### **Job Skills/Requirements/Experience:**

- Fully believe in and support the mission, vision, and culture of Pierce Church
- Experience in youth ministry and/or education
- Preferred bachelor's degree in education, youth ministry, Christian ministry, or a related field
- Excellent verbal and written communication skills
- Spirit of humility, spiritual maturity, and leadership
- Ability to manage, organize, and encourage volunteer teams
- Proficiency in the use of computer systems and software
- Welcoming personality, team player, responsible, and self-motivated