

Hillside Presbyterian Church
1865 Columbia Drive
Decatur, GA 30032
404-289-3092

JOB DESCRIPTION
PART-TIME ASSISTANT DIRECTOR OF YOUTH MINISTRY

POSITION:

Paid Part-Time Youth Ministry Assistant Director at Hillside Presbyterian Church. Flexible hours, to be negotiated with Pastor and/or the Christian Education Ministry (CEM) Chair—12-15 hours per week. Night and weekend hours may be required. Report weekly hours to the Pastor.

SUMMARY:

The Part-Time Youth Ministry Assistant Director must be able to nurture, serve as a spiritual leader of the Christian faith and reach out to the youth (6th -12th graders) within this congregation and in the community, share the good news of Jesus Christ and incorporate the vision and mission of Hillside Presbyterian Church by helping youth to grow and to deepen their faith through spiritual development, fellowship, education, mission, and recreational opportunities.

WORKING RELATIONSHIPS:

The Part-Time Assistant Youth Ministry Director is supervised by the Pastor of Hillside Presbyterian Church and the Christian Education Ministry Chair, with whom all youth activities must be coordinated and approved. Maintaining a positive working relationship and communication with leaders and volunteers in this ministry, and the Session of Hillside Presbyterian Church are vital.

DESIRED QUALIFICATIONS:

Candidates for this position must have made a personal commitment to Jesus Christ as their Lord and Savior and must demonstrate the reality of that relationship through their life and testimony. Additional knowledge, skills and abilities include:

- have a working knowledge of the Old and New Testaments
- provide leadership under the guidance of Session and in accordance to the doctrines of the Reformed Faith and constitution of PC/USA
- be a dynamic teacher with the ability to apply fundamental Christian values to life situations
- possess strong interpersonal skills with the ability to relate to today's youth culture
- work efficiently and effectively in team situations
- have a passion and heartfelt concern for youth
- have work habits that are high energy, creative, diligent and self-motivated
- effective communication skills and the ability to relate with all ages
- experience in administrative leadership and coordination skills
- be at least 21 years of age; a graduate of, or enrolled in a formal, accredited divinity program
- awareness of community and Atlanta Presbytery resources and activities for youth
- integrate the ideas and needs of youth into worship
- proficiency In the use of technology and applications to communicate, promote/advertise, teach and make presentations
- have regular access to email/internet and have a reliable, personal phone
- maintain a valid driver license and have access to reliable, personal transportation
- must provide verification of eligibility to work in the United States

Hillside Presbyterian Church: Job Description—Part-time Assistant Director of Youth Ministry

PRINCIPAL DUTIES:

Working with the Christian Education Ministry Chair, Youth Ministry Director and Pastor, provide personal leadership assisting in the development of a youth program in which the transforming power of God is experienced and the opportunity is available for youth to respond with prayer, praise, thanksgiving, confession and dedication. Activities to include:

- Work with Youth Committee to assist in planning and coordinating local/regional outings and discipleship activities for the Junior/Senior High Youth;
- Assist in planning fellowship occasions, both regular meetings and special events, which are fun and provide opportunity for youth within and beyond our congregation to experience Christ;
- Be viewed as a follower of Christ and serve as a mentor to teens for ministry and leadership, and raise up effective mentors for youth and from the youth;
- Assist in preparing youth for serving as ambassadors for Christ;
- Model and teach the youth how to apply fundamental Biblical and Christian values to life situations;
- Maintain good communication with the church staff, Session, Christian Education Ministry, youth leaders, and parents, to include:
 - Attending Christian Education Ministry meetings, as needed.
 - Participating in designated youth fellowship activities;
 - Assist in providing monthly communications regarding youth activities (e.g. Facebook, website, email, newsletter);
- Other youth related duties, as requested and/or necessary.

ACCOUNTABILITY:

Pastor and Christian Education Ministry Chair

CONDITIONS OF EMPLOYMENT:

The Session of Hillside Presbyterian Church agrees to pay a monthly stipend of **\$400.00** from the Christian Education Ministry budget. **No benefits are provided and any taxes (local, state, federal) are the responsibility of the stipend recipient.** The frequency of pay is monthly, with a check issued on the 30th of each month services are provided. Working hours will be **12- 15** hours per week. Office hours, if needed, will be established in collaboration with the Pastor. **The term of employment is January 2, 2017 through April 30, 2017.**

The Part-time Assistant Director of Youth Ministry shall submit to a Federal and State background check, as well as, a drug and alcohol screening. All reports and screening results shall be submitted to the Chairperson of Personnel prior to the first day of employment. This background and screening will be paid from the Christian Education Ministry budget. Also, prior to beginning employment, the candidate must successfully complete a child protection training. Within two months of beginning employment, the Part-time Assistant Director of Youth Ministry employee shall complete a basic First Aid /CPR course, paid with funds from the Christian Education Ministry budget. Conditions of absence, leave, personal emergencies, etc. as well as all other general personnel policies are outlined in the Hillside PCUSA personnel manual.

Classification: Exempt

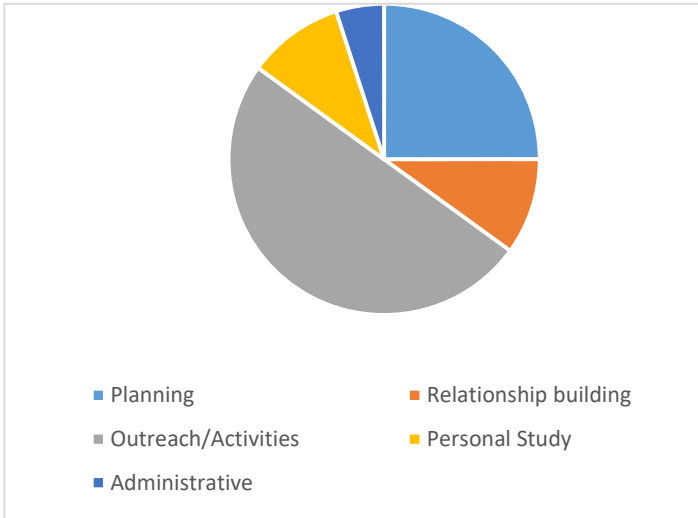
Status: Part-time

Work Schedule: 12-15 hours per week.

Sunday, night, and weekend hours may be required.

Physical Requirements: Must be able to sit for extended periods of time. Must be able to lift and move items up to 25 pounds, occasionally. Must be able to actively participate in physical activities as required by youth activities.

Hillside Presbyterian Church: Job Description—Part-time Assistant Director of Youth Ministry



ESSENTIAL FUNCTIONS & RESPONSIBILITIES TIME BREAKDOWN:

- Planning 25%
- Relationship Building 10%
- Outreach/Activities 50%
- Personal Study 10%
- Administrative 5%

Hillside Presbyterian Church provides equal employment opportunity for all qualified individuals. As we search for and consider candidates, we endeavor to select the best qualified person for each position in our organization. We will not discriminate and will take affirmative action measures to ensure against discrimination in recruitment, advertisements for employment, employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, sex, national origin, ancestry, age, physical or mental disability, or veteran's status.