

Youth Coordinator

Description:

This position's responsibility is to direct and lead youth programming for elementary, middle, and high school age youth groups. He will work closely with the Educational Coordinator and shall seek to foster Christian values through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ. The individual should possess good leadership skills and interact well with youth members and children of all ages.

Responsibilities:

1. Provide leadership and function as the primary point of contact for youth education and activities.
2. Oversee the recruitment and training of adult/young adult volunteers to work with the youth groups.
3. Plan and implement age appropriate activities for all age groups that promote community through fellowship, fun, and faith development. Such activities could include musicals and dramatic presentations, small group bible study classes, outings, and service projects.
4. Work within the parameters of the approved annual budget.
5. Coordinate with the church leadership at men's business meetings for fund-raising activities that support mission or benevolence.

General Responsibilities:

1. Be a regular attending member of Warrensburg Church of Christ.
2. Attend the monthly coordinator/men's business meetings, and any other meetings required by the minister.
3. Meet regularly with the minister as needed at a time mutually agreed upon to discuss his expectations and any planned activities.
4. Coordinate youth activities with other church leaders to minimize conflict with their planned activities such as scheduling use of the facilities and other events on the same day.
5. Provide a timely and accurate schedule of youth activities. Keep the congregation informed of events by coordinating the publicity for activities through the appropriate channels provided by the church (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.).
6. Manage the disbursement of budgeted funds for youth and young adult leadership within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Remain accessible (by phone and email as a minimum) to youth, parents, staff and church leadership and inform them when a method of contact changes.
8. Notify the church leadership as soon as possible about all unforeseen absences from regularly scheduled events and provide a suitable substitute in the case of an anticipated absence.