

Position: Children and Youth Ministry Director

Hours: 20-25 hours a week, Sunday-Thursday, occasional evening/weekend/holiday hours

Salary/Wage: \$17-20/hour depending on experience

Education and/or Experience:

- Theology compatible with the United Methodist Church preferred.
- Profess Jesus Christ as Lord and Savior; Model standards and expectations of leadership within Pierre First UMC including a personal devotional life, worship attendance, tithing, serving/witnessing, small group participation, and a dedication to personal development and a healthy lifestyle.
- Knowledge of faith development of youth, learning styles, developmental stages of youth, age-appropriate learning activities, behavior management skills, and curriculum development.
- The person shall demonstrate the following: organizational, verbal, and written skills, computer skills (Word, Excel, Internet, etc.), social media skills, administration skills, problem solving skills, storytelling skills, and personal and interpersonal relations.

Description of Duties:

Develop and co-ordinate the church's ministry with children, infants through 12th grade including Wednesday School and youth group.

- General supervision of the Nursery staff & organize childcare for church functions.
- Develop and recruit teams of teaching volunteers for Kindergarten through 12th grade with assistance from the All in the Family Team.
- Participation in Conference youth activities including DakYouth, Winter Connection, Camp, & CCYM
- Provides training and support opportunities for teaching staff.
- Schedules acolytes for the worship service (Sept. – May).
- Schedules events in coordination with the overall church calendar.
- Communicates, markets, and advertises children/youth events/activities in a timely manner.
 - Social media, newsletter, website, electronic billboard, announcements, bulletin, etc.
- Coordinates special events such as
 - Bible Presentation Sunday with teachers (3rd grade).
 - Vacation Bible School.
 - Children's Christmas/Epiphany Program.
 - Halloween Carnival
 - Confirmation Sunday
 - Palm Sunday
 - Senior Sunday
 - Camp Sunday
 - Fall programming Kick-off
- Schedules volunteers delivering the Children's sermon
- Assists in recruitment of leadership volunteers for middle school youth and confirmation.
- Assists in recruitment of leadership volunteers for senior high youth.
- Assist in management of Safe Sanctuary requirements.

Maintain office hours, attend monthly All in the Family Team meetings, attend weekly staff meetings, and meet regularly with the pastor.

General supervision of Christian Education budget

- Purchases supplies by program.
- Purchases equipment when necessary or when directed by All in the Family Team.
- Oversees the maintenance and repair of equipment.
- Purchase curriculum and curriculum resources for preschool-adult programs

Provide opportunities for young people to engage in service, advocacy, and spiritual growth; including retreats, prayer experiences, liturgies, mission trips, etc. Coordinate outreach and evangelization efforts to and with young people in the parish and area.