

**Northridge United Methodist Church**  
9650 Reseda Blvd., Northridge, CA 91324

**Job Description: Director of Youth Ministries**  
**Part-time – Non-Exempt – At Will**

**General Description:** The Director of Youth Ministries (Director) is responsible for recruiting leaders, designing, supervising and coordinating the following ministries/programs:

1. Weekly Youth Sunday School (Middle and High School)
2. Youth summer ministries including Vacation Bible School, Summer Missions Trips, Summer Camps, and other summer-related special events
3. Ministries to Families with Youth
4. Special worship events with and/or for Youth (e.g. Christmas Eve and Easter)
5. Other ministries related to Youth as requested by the Pastor

**Specific Knowledge & Skill:** The Director shall possess the following knowledge, skills and abilities:

1. Leadership: ability to recruit, train, support, encourage, supervise and coordinate the work of adults working with Youth.
2. Coordination: ability to work with other staff and other programs to interface the Youth ministry into the whole church program.
3. Teaching: ability to analyze, select, distribute, train, and support youth leaders in the use of appropriate curriculum, and meet educational goals for Youth.
4. Safety: Capability to ensure the safety of Youth, using appropriate materials, room designs, equipment, and staffing using only approved leaders and teachers.
5. Administration:
  - a. Legal: Ability to file and keep appropriate forms for Youth ministries

- b. Financial: Ability to work within a budget, keep track of spending, order appropriate supplies and curriculum
6. Be a Christian possessing a basic knowledge of the teachings of the United Methodist Church.

**Education:** The Director shall have the following educational background:

1. At least a Bachelor's degree and preferably a Masters or above
2. A sound understanding of the Christian faith and the Church

**Experience:** The Director shall have at least two years of experience working with Youth in a volunteer or paid position.

**Reporting Responsibility:** The Director reports to the Pastor. Support and evaluation will be under the guidance of the Staff Parish Relations Committee.

**Employee's Responsibilities:** The Director's specific responsibilities include but are not limited to:

1. Recruit train, support, encourage, supervise and coordinate youth leaders, teachers, and assistants
2. Plan and implement Youth Sunday School program
3. Purchase or develop appropriate curriculum for all classes and programs for Youth
4. Develop and lead a Youth Ministry Council to assist and advise in the Youth ministry
5. Plan and implement a Summer Youth Ministry program, encouraging Methodist Camping opportunities, Mission Trips, weekday events for youth
6. Fully integrate the work of Youth Ministry into the whole church program
7. Faithfully and effectively protect from harm all persons placed under the charge of the Director. To this end, the Director must understand and follow all policies and procedures of the church, including the Safe Sanctuaries policy.
8. Other areas of Youth related work as assigned by the Pastor

**At-Will/Non-Exempt Position:** This is a part-time, "at will", non-exempt position. The church or the employee may terminate this employment at any time, or for any reason consistent with applicable state or federal law.

**Application Process:**

Applicants should apply in person at the church office (address above) between 9 and 4 Monday through Thursday, and 9 to noon on Friday. Bring a resume, list of references, and be prepared to fill out an application.