

# OFFICIAL JOB DESCRIPTION

## First Baptist Church South Hill

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<b>JOB TITLE:</b>	<b>Youth Ministry Coordinator Assistant</b>
<b>REPORTS TO:</b>	<b>Youth Ministry Coordinator</b>
<b>POSITION STATUS:</b>	<b>(Non-Exempt Position)</b>

### **JOB PURPOSE**

The Youth Ministry Coordinator Assistant (YMCA) supports and works with the Youth Ministry Coordinator (YMC) to ensure that effective spiritual guidance and knowledge are provided to all children through the development and execution of a comprehensive program for Christian growth. This person will also be expected to contribute to the team spirit of the staff and volunteers through fellowship, encouragement, cooperation, prayer, and other appropriate ways as he/she serves the Lord Jesus Christ and the FBCSH families.

### **DUTIES AND RESPONSIBILITIES**

#### ***Leadership***

- ☐ Encourage youth to develop leadership abilities.
- ☐ Encourage youth to participate in the daily workings of the church.
- ☐ Acknowledge youth as part of the total church family and therefore, take opportunities to create the youth program within the present structures of the ministry.
- ☐ Recruit, train, and encourage youth ministry volunteers.
- ☐ Assist the YMC in planning and developing the budget for each fiscal year to include all curriculum, training, materials, outreach opportunities, and events.
- ☐ Obtain and apply knowledge and training to ensure the safety of all children.
- ☐ Attend weekly collaboration meeting with the YMC.
- ☐ Assist with training volunteers

#### ***Programming***

- ☐ Support the YMC in developing a core support group of youth leaders and volunteers.
- ☐ Assist YMC with planning, advertising, and implementing: ***(list not inclusive)***
  - Sunday worship services and bible study classes.
  - Weekly classes and activities for the children and/or volunteers
  - College Fair and Graduation Service.
  - Outreach Opportunities
  - Youth Conference/Youth Revival
  - Youth Small Groups
  - Back to School Event
  - Backpack outreach program

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- Easter Event, VBS, Harvest Fest, Christmas Event, etc.
- Annual Volunteer Training

### ***Communications***

- ☐ Attend Pastor's Staff meetings.
- ☐ Discuss all ministry events and activities with the YMC prior to finalizing plans for approval.
- ☐ Develop and maintain youth ministry social media page.
- ☐ Assist in advertising and promoting all youth events.
- ☐ Communicate youth ministry events, information, and updates to parent / guardian on a regular basis.

### **EDUCATIONAL REQUIREMENTS**

- ☐ Degree in theology or religious studies (preferred but not required)
- ☐ Spiritual gifts, skills and abilities will be heavily considered in absence of degree.
- ☐ Proficient biblical knowledge
- ☐ Some teaching experience in a religious environment (preferred)
- ☐ Strong organizational, creative, and administrative skills
- ☐ Proficient computer skills in Microsoft Word, Excel, PowerPoint, Outlook, Social Media Applications, and graphic design software

### **QUALIFICATIONS/EXPERIENCE**

- ☐ A strong and growing personal commitment to Jesus.
- ☐ A good understanding of and desire to continually learn God's word.
- ☐ A heart, passion, and love for children.
- ☐ Strong interest and belief in the value of Christian education for children of all ages.
- ☐ Commitment to Christian values and mission and vision of the Church and Youth Ministry.
- ☐ Trustworthy, integral, and dependable.
- ☐ Ability to relate well to youth, volunteers, and parents.
- ☐ Excellent communication and interpersonal skills—a "people" person.
- ☐ Self-starter—able to motivate self; Creative and Energetic.
- ☐ Ability to enable and empower others to carry out work of the ministry and be supportive of their efforts.

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### **TRAINING AND RESOURCES**

- ☐ Consult with the YMC, Executive Pastor, and/or Sr. Pastor for spiritual guidance and suggestions.
- ☐ Attend appropriate regional and national seminars and workshops on youth ministry.
- ☐ Attend local and state government training and seminars on safety and security for working with children.

### **WORKING CONDITIONS**

- ☐ This position allows you work up to 20 hours per week to be divided amongst Monday-Saturday, and Sunday. Special events and outreach opportunities may cause working hours to exceed 20 hours per week; however, the next week should be adjusted by the excess. Budget is based on the 20 hours per week. When working at the church, you must clock in and out using the time clock to receive pay for the hours worked. If working remotely, you must report your hours to YMC via timesheet. A work schedule may be drafted upon your acceptance of this position. Work hours for special events and activities may cover a range of circumstances for evening and weekend work as required.
- ☐ Must be available as required by the Ministry events, etc.
- ☐ The time required generally includes:
  - Sunday service report time is 7:00am or assigned by YMC.
  - Being available to assist in the teaching of baptism and bible study classes and attend baptism when youth are being baptized.
  - Regular meetings with YMC and Volunteers.
- ☐ Ability to sit, stand, operate a computer for extended periods of time.
- ☐ Bending, stooping, twisting, reaching above the shoulder, and balancing.
- ☐ Ability to lift boxes weighing up to 20 pounds with or without assistance.

### **GENERAL EXPECTATIONS**

- ☐ Exhibits a meaning and growing personal relationship with Jesus Christ.
- ☐ Commitment to FBCSH's mission and vision statement.
- ☐ Should always exhibit professionalism, demonstrated by character, behavior, and well-groomed appearance, conscientious work ethic, and a willingness/desire to grow and embrace change.
- ☐ Must always maintain CONFIDENTIALITY.

### **DIRECT REPORTS**

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NONE- Assist in oversight to support volunteer staff.

### **IMPORTANT DISCLAIMER NOTICE**

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. First Baptist Church South Hill reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its operation and/or work environment change.

### **ACKNOWLEDGE**

I acknowledge that I have read the Job Description and I understand what would be expected of me. I also understand that I am an at-will employee, and this job description does not constitute a contract of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved By:</b>	<i>(Signature of Individual With Authority to Approve Job Descriptions)</i>
<b>Date Approved:</b>	<i>(Date upon which the job description was approved)</i>
<b>Position Status:</b>	<b>(Non-Exempt Position)</b>

*(This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow other instructions and perform other duties requested by his or her supervisor. This job description should be reviewed annually and updated as often as necessary.)*