

Opening for Student and Family Ministry Full-Time Assistant Director

Our high school and middle school ministries serve over 400 students in the Boulder County area and we are seeking to hire an Assistant Director. We see students longing for consistent people in their life. We seek to walk shoulder to shoulder with them through the ups and downs of the teen years. The Assistant Director will not only play this role in the lives of students but walk with and train others to do the same. Please see job description below for more information. If you are interested in applying please email a cover letter, resume and completed application found at <https://www.fpcboulder.org/job-opportunities> to Ashley Matthews, amatthews@fpcboulder.org

FIRST PRESBYTERIAN CHURCH OF BOULDER Job Description

JOB TITLE: Assistant Director of Youth Ministry
This is an exempt position.

REPORTS TO: Directors of Middle School and High School Ministry

MINISTRY DEPARTMENT: Student & Family Ministry

POSITION RATIONALE:

To oversee and direct multiple facets of Middle School and High School ministry (6th-12th grade) by working alongside the Directors of High School and Middle School ministries to plan and implement annual programming, continue to develop and create curriculum for students, and demonstrate a deep understanding of Jesus Christ and the "incarnational" ministry he exemplifies through engaging relationships with students, volunteer leadership, interns, and ministry families.

- Instead of a major change with new interns each year, this position would allow for a more consistent leadership team for students and volunteers in order to foster long-term relationships.
- Focus on discipleship with women who volunteer and lead within the department, who may currently be unreached with the current male leadership.
- Develop and train volunteer leaders to guide adolescents to Jesus through extravagant adventures, small group relationships, prayer, community outreach, and intentional relationship with Christ, while maintaining and strengthening their own personal faith.

GENERAL REQUIREMENTS/PREREQUISITES:

- Deepening, maturing, and integrated faith in Jesus Christ.
- A passion to lead and engage volunteer leaders, students, and families to pursue a relationship with Jesus.
- 2+ years' experience in a youth ministry setting.
- College graduate with bachelor's degree
- Demonstrates the ability to work with, motivate, and mobilize people in ministry.
- Personal characteristics of integrity, vision, discernment, compassion, and humor.
- A personality that is teachable, dependable, adaptable, and tuned to the leading of Jesus.
- Willingness to take a leadership role in recruiting volunteer leaders and interns.
- Mentoring volunteer leaders in areas of personal health and their own personal development as a person and leader.
- Holding volunteer leaders accountable to monthly outreach and leadership goals.
- Teaching experience and strong 'up-front' presence in youth ministry settings, to serve as a speaker on Wednesday nights for both Middle School and High School.

- Ability to manage splitting time between middle school and high school events, retreats, and weekly programing.
- Strong organizational skills to coordinate and implement programs.
- Ability to help create a check in process for students in the future
- Skills to create a registration page for retreats, programs, leaders dinners, etc.
- Will work with Directors in keeping things up to date with our volunteer leaders for parents, churches records and for our website.
- Helping with all things regarding budget including retreats, programming, mission trips, etc.
- Marketing through means of (but not limited to): social media, apparel, graphics, website, etc.
- Ability to handle any other administrative tasks for camps, retreats, and yearly programing.

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

Primary: "Lead and feed" a ministry that develops faith at every stage of a teenager's development, ensuring that it is warmly invitational, sustainably incarnational, and helpfully programmatic.

Develop and sustain patterns for connecting students and leaders with Jesus in community

- Responsible for rhythms of worship, discipleship, and service.
- Evaluate and expand small groups for relational and spiritual growth.

Intern Care

- Develop both High School and Middle School full-time interns into leaders within ministry.
- Help interns grow in their general employment skills as preparation for their next job.
- Nourish and walk with the interns as they discover life outside of college.

Committee

- Work with the directors and moderator to match committee member's areas of focus and time to their specific strengths.
- Help provide overall vision and implementation of God's leading for the ministry.

Boulder County Community

- Work alongside FPC directors and other church youth programs to expand student's view of the Kingdom of God in Colorado.

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Member of the Program Staff at FPC
- Participation in Sunday Worship services
- Facilitate the congregation's awareness of, perception of, and engagement with youth ministry.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
