

## Job Description

**Position:** Director of High School Youth Ministries

**Classifications:** Full Time, Program Staff, Exempt

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### Job Objective

The Director of High School Youth (the Director) is responsible for nurturing the Christian faith of Covenant youth through healthy, supportive and challenging relationships, and through the development and implementation of Christian-based activities and programs for youth in grades nine through twelve. This includes, but is not limited to planning, conducting, and evaluating all aspects of programming. The Director of High School Ministries will be the voice for both the needs and the faith development of high school youth. The Director will work in conjunction with the Directors of Children's and Middle School Youth Ministries to provide effective leadership and direction to the overall education program.

### Qualifications

- Bachelor's degree preferably certified in Education/Christian Education (master's degree in Christian Education a plus)
- Personal faith in Jesus Christ and the ability and willingness to articulate this faith to youth and their parents
- Affirms the essential tenets of the Reformed tradition
- Excellent communication skills
- Relevant experience working with youth
- Strong interpersonal and listening skills
- Ability to connect with young people and their families – members and visitors alike
- Willingness to work flexible schedules, including nights and weekends
- Interest in broadening adult involvement in the youth ministries program by recruiting volunteers
- Understanding of youth developmental and cognitive abilities, resulting in developmentally appropriate curriculum and program design.
- Knowledge about and affirmation of the Presbyterian Church (USA) form of government.

### Duties and Responsibilities

The Director of High School Youth Ministries oversees the overall coordination and administration of the Covenant high school youth programs and will work in close partnership with adult church leaders, the Director of Christian Education/Middle School Youth and the Associate Minister of Christian Education. More specifically, the Director's responsibilities include:

1. Help determine the vision and plans for the high school youth programs which include spiritual disciplines that encourage a personal relationship with Jesus Christ;
2. Build one-on-one relationships with the high school students, establishing trust, and nurturing their faith;
3. Work with the Director of Christian Education/Middle School Youth and volunteers, within the vision of Covenant's youth ministry, to ensure a holistic and complete youth ministry that flows in and out of the many transitions of the lives of young people

4. Provide support and appropriate pastoral care to the high school youth and their families;
5. Affirm young people as unique children of God and empowering them to use their gifts for God's glory
6. Increase growth and participation in the youth programs;
7. Provide leadership, build relationships, conduct training, and offer spiritual support to adult leaders and volunteers;
8. Help plan, prepare and lead mission trips, Youth Sunday and other youth events;
9. Coordinate curriculum selection, and actively participate in on-going programs for Sunday school, youth fellowship and Covenant Connection;
10. Coordinate weekday and weekend activities, and attend off-campus activities;
11. Coordinate high school summer activities;
12. Coordinate and lead high school bible studies;
13. Create opportunities for small group interaction;
14. Help integrate new Covenant families with high school youth;
15. Stay connected with the high school youth into their college years;
16. Handle all administrative duties as appropriate (phone calls, emails, social media, meetings, written communication, etc.);
17. Work along with the Director of Christian Education/Middle School Youth to ensure a smooth church transition from middle school to high school ministries
18. Provide budget oversight and management of the High School budget along with the leadership teams; and
19. Encourage and provide opportunities for youth participation in worship.

It is not intended that these enumerated responsibilities include all details of the functions inherent in this position, nor does it give exclusive title to every function described. The Director will perform other duties as required or directed, or as warranted by emergency situations.

**Success Criteria:**

Covenant youth will:

- Understand that they are God's children, seeking knowledge, asking questions, demonstrating a sincere interest and a call to do something with their faith;
- Nurture and grow their understanding and love of Jesus Christ;
- Affirm the Covenant vision statement: Covenant Presbyterian Church is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel, bravely works toward a whole and just world, and passionately nurtures discipleship;
- Develop a strong relationship with each other and with the Covenant community in general; and
- Actively and enthusiastically attend Sunday school and other church programs.

**Physical Demands:** Requires sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a PC, photocopier, calculator, and other office equipment. Requires normal and/or correctable range of hearing and vision.

**Work Conditions:** Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.

*This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.*

Apply at: [CovenantHSYDirector@gmail.com](mailto:CovenantHSYDirector@gmail.com)