

**First Congregational Church (United Church of Christ) of Colorado Springs  
Employee Position**

**Job Title:** Youth Director

**Reports To:** Lead Minister

**Salaried or Hourly:** Hourly

**Eligible for Overtime:** Yes (non-exempt)

**Supervisory:** Yes      **Employees:** No

**Volunteers:** Yes

**Contractor/Vendor:** No

**Financial Responsibility: Budget:** Yes

**Restricted Funds:** Yes

**Job Titles Supervised:** None

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**General Purpose:** The Youth Director supports the mission of the church by organizing, promoting and administering the youth (grades 6 – 12) ministry of the church.

**Essential Duties and Responsibilities:**

- Plan, coordinate, and lead programs and events with middle school and high school youth.
- Recruit, train, and support adult lay leaders for youth ministry.
- Ensure the safety of youth at all events, including careful administration of Risk Reduction and Response Guidelines.
- Engage with youth relationally.
- Teach theology consistent with that of the United Church of Christ.
- Communicate frequently and effectively with youth and their parents.
- Establish and maintain effective social media outreach.
- Facilitate youth involvement in local, Rocky Mountain Conference, and nationwide events.
- Promote camps and retreats offered by the Rocky Mountain Conference, assist youth with registration process, and administer scholarships/camperships.
- Work with Church Staff and Council to connect teens to life of the church.
- Create and manage youth budget.
- Other duties as assigned by the Lead Minister.

**Other:**

- Gather attendance data for appropriate ministry areas and produce reports using Fellowship One.
- Maintain and collaborate with a Faith Formation Ministry Team focused on children and youth.
- Plan, coordinate and participate in youth mission trips.
- Attend weekly staff meetings.

**Minimum Requirements:**

**Education:** Bachelor's degree in a relevant subject area or equivalent.

**Experience:** Two years of faith formation experience, educational instruction, volunteer management, and/or other experience working with the public in a church, school or other non-profit or for profit environment.

**Other background demonstrating application of the following knowledge, skills and abilities:**

- Ability to express and share your faith through the gift of teaching.
- An enthusiasm and passion for children and youth learning.
- Ability and willingness to model the mission of the Church in word and in deed on and off the job.
- Ability to have fresh biblical interpretation and creative application for all ages.
- Knowledge of learning styles, human development and ways of connection for learning.
- Interest in creating activities that will attract, retain, and utilize the gifts of volunteers.
- Ability to organize and prioritize tasks, and to effectively manage work time.
- Ability to communicate effectively and appropriately both verbally and in writing.
- Ability to compose accurate hard and soft copy communication pieces. Ability to explain job expectations to volunteers.
- Knowledge of basic clerical skills. Ability to use basic office machinery, computer applications and the Internet, and to organize records efficiently.
- Ability to maintain confidential information reliably.
- Skill in collaborating with the Church staff and lay leaders to support the mission of the Church.
- Problem-solving skills that result in a harmonious completion of responsibilities and that encourage cooperation and support among all who serve the Church.
- Ability to work cooperatively with persons of all ages, races, religions, gender expression and sexual orientation.
- Ability to work independently as well as within a team.

**Physical Requirements of this Position Include:**

<b>Working Environment:</b>	<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>		<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>
Cold (50 F or less)			X	Visual acuity - near			X
Heat (90 F or more)			X	Visual acuity - far			X
Gases / Fumes / Dust		X		Color discrim.		X	
Heights	X			Hearing			X
Noise			X	Speech			X
Climbing (Stairs/Ladders)			X	Manual dexterity			X
Driving			X	Eye/hand coordin.			X
Crawling or Kneeling		X		Travel – Local			X
Bending			X	Travel – National	X		
Walking / Uneven Surfaces			X	Travel – International	X		
Working alone			X	Repetitive Motions: Use of computer, mouse, telephone			
Working with others			X	<b>Operating Mach.</b>			
Chemicals / solvents	X			Facsimile			X
<b>Moving Heavy Items:</b>	<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>	10-Key	X		
Lifting/Lowering	> 20 lbs	10 - 20 lbs	< 10 lbs	Computer/mouse			X
Lifting over shoulder	> 10 lbs	5 - 10 lbs	< 5 lbs	Copier/printer			X
Reaching over shoulder		X		Telephone			X

Reaching forward			X	Other:			
Pushing	> 20 lbs	10 - 20 lbs	< 10 lbs	Automobile			X
Pulling	> 20 lbs	10 - 20 lbs	< 10 lbs				
Carrying	> 50 lbs	20 - 50 lbs	< 20 lbs				

First Congregational Church of Colorado Springs is looking to hire a Youth Director. We are seeking an interesting, energetic, and talented staff member who has at least some theological training. The Youth Director supports the mission of the church by organizing, promoting and administering the youth (grades 6 – 12) ministry of the church. This person would begin building a youth program and conducting youth activities, if Covid-19 conditions allow. We have a significant number of new middle schoolers who are looking for someone to provide a positive experience so that they might reap the many benefits of a healthy, thriving church youth group, and stick together through high school. This is a part-time position (20 hours per week). Please send a cover letter and application to [office@fcucc.org](mailto:office@fcucc.org) by October 8, 2020.