

Position: Youth Coordinator

Location: First Church Williamsport | Williamsport, PA

Hours: Part-time (up to 15 hours per week)

Purpose

The primary purpose of the youth coordinator is to assist the youth minister in fostering transformation in Christ by building relationships with students inside and outside the church and lead them to relationship with Jesus.

Primary Responsibilities

The person serving in this position is responsible for assisting the youth minister and investing in the spiritual growth of students. There are two primary areas of leadership: creating engaging youth activities and coordinating FaithZone.

fuse (Youth Ministry)

Youth group, student life groups, retreats and special events.

- Create weekly engaging activities for life group and youth group participation.
- Create electives and key themes for student participation.
- Participate in brainstorming new fuse ideas and creatively problem-solve current issues.
- Provide organizational support for special events as needed.
- Includes retreats, seasonal events, dinners, service projects and other relevant fuse events.

FaithZone (Youth Outreach)

Food, fellowship and a short message at the Williamsport High School and Middle School.

- Act as primary weekly coordinator for Faithzone logistics and events.
- Plan a menu plan for food/snacks for 150 students a month, considering logistical and dietary constraints.
- Develop and carry out catering, serving and clean-up plans for two Faithzone events a month.
- Create and manage a schedule for monthly volunteers and provide training for new volunteers.
- Manage Faithzone budget and record keeping.
- Food served, serving size, cost, etc.

Relationship Building

- Build positive relationships with students, parents, guardians, and volunteers.
- Mentor students in group settings and through one-on-ones monthly.
- Actively engage with students at all fuse programming.



General Administrative Tasks

- Collaborate weekly on promoting youth events through various communication channels (social media, texts, emails, etc.).
- Adhere to Safe Ministries Policy, mandated reporting protocol, and confidentiality.
- Weekly meetings with the Youth Minister.

Core Competencies

- High moral integrity: has prioritized the pursuit of Christlikeness to influence both leaders and groups effectively for the Gospel.
- Team builder: Understands the value of team and intentionally seeks to create spaces and opportunities for laity to offer their gifts and talents.
- Ministry mindset: Continues to keep the heart of work amidst organization and management. Willingness to approach students and seek out conversation with them consistently.
- Strong organizational skills: Knowledgeable about how congregational, communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- Adaptable: Respond quickly to changing ideas, responsibilities, and expectations. Creative problem solving for student issues and needs when appropriate.

Details

- Hourly compensation is reviewed and recommended to the Lead Council on a yearly basis.
- Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook (The Handbook is to be reviewed with verification signed and returned to the supervisor.)
- Safe Ministry Clearances must be received on all employees prior to beginning employment.
- Supervisor is the Youth Minister.

All job descriptions are subject to change. Revised 12/19/23

