

HANSCOM PARK UNITED METHODIST CHURCH

JOB DESCRIPTION

Position Title: Youth Director & Family Ministries Coordinator	Date Completed: May 2022
Part-time: 10-15 hours per week Hourly rate: \$15-20 per hour Contract Period: July 1, 2022 – June 30, 2023	FSLA Classification: Non-Exempt
Supervises: Volunteers	Date Approved by SPRC:
Supervisor: Senior Pastor	

Position Summary: The position of the Youth Director & Family Ministries Coordinator manages and leads all aspects of HPUMC Youth (Grades 6-12) programming with theological and pastoral support from the Senior Pastor and Associate Pastor. The position also supports the Children’s Religious Education Team by welcoming and integrating new families into the community life of Hanscom Park church and communicating with families of children and youth.

Supervision: The Youth Director & Family Ministries Coordinator will report to the Senior Pastor in consultation with the Staff-Parish Relations Committee.

Number of Hours: The Youth Director & Family Ministries Coordinator is a part-time position (10-15 hours per week).

JOB RESPONSIBILITIES

Youth

1. Manage all administrative aspects of HPUMC youth programming including Wednesday night Youth EXPLORE and youth service outings.
2. Develop & lead all youth programming with content assistance from the pastors.
3. Communicate regularly with youth and parents/guardians to develop relationships and encourage engagement.
4. Recruit volunteers to assist with leading the youth.
5. Creatively engage and support our neighbors at Norris Middle School in collaboration with New American Ministries.

Hospitality

1. Connect with new children and families to ensure they feel comfortable and welcome during Wednesday night programming, Sunday mornings, and family-related churchwide activities such as the Easter Egg Hunt, Palm Sunday celebration, Block Party, VBS, etc.
2. Ensure that families are welcomed on Sunday mornings.
 - a. Set up Welcome Table for new families on Sunday mornings.
 - b. Plan for staffing Welcome Table.
 - c. Recruit volunteers for staffing Welcome Table.
 - d. Conduct hospitality Training for Welcome Tablers.
 - e. Welcome new families, show them where Sunday School meets if needed, introduce them to teachers, etc.
3. Ensure families are welcomed on Wednesday evenings.
 - a. Greet and introduce families to the appropriate teachers.
 - b. Make sure kids and parents are safely reconnected at the end of the night.
4. Lead Children's Time in Worship at least twice per month to connect with children and families.

Administration

1. Follow all Safe Gatherings protocols, and ensure all youth and children's volunteers are Safe Gatherings Certified.
2. Keep track of children & youth who attend each week, including gathering contact information from new families.
3. Research and set up effective communication channels with youth and parents/guardians.
4. Use various communications channels to inform families about upcoming events and extend personal invitations to families.

REQUIREMENTS

Essential Knowledge, Abilities, and Skills

- A commitment to the Christian faith and life.
- A commitment to the mission of Hanscom Park United Methodist Church: to embrace people as they are, share God's love in word & deed, and grow in faith together.
- A commitment to Hanscom Park United Methodist Church's Statement of Welcome: *This welcome affirms all people to come and join God's community as they are. You are welcome in*

this congregation regardless of Race, Nationality, Age, Gender, Gender Identity, Marital Status, Sexual Orientation, Physical Ability, Mental Ability, Economic Class, or Educational Experience.

- Strong organizational skills.
- Very good communication skills and the ability to build relationships.
- Computer and technology skills and willingness to learn and seek help to solve problems.

Experience, Education and Training

Required

- Experience working with children, youth, and/or families.
- Experience with customer service and/or volunteer management.
- Basic computer skills, including Office 365 products, email, social media, etc.
- Strong written and oral communication skills.
- High school degree or equivalent.

Preferred

- Experience developing programming and leading in a church context.
- Familiarity with The United Methodist Church.
- Bilingual English-Spanish.
- Bachelor's Degree.

Scope and Range of Decisions:

The employee has the ability to make independent decisions in his/her area of ministry that align with the vision, mission, values and initiatives of Hanscom Park United Methodist Church. This includes developing and implementing processes, and recruiting and leading volunteers. Functions with broad objectives provided by the pastor.

Conditions, Physical Activities and Characteristics

Work is performed indoors at the church building and outdoors in the church yard. The person in this position must have the ability to transport themselves and needed materials to and places in the community.

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person				X
Standing and walking			X	
Climbing, stooping, kneeling, and lifting		X		
Dexterity: Utilize phone, typing, and writing				X

Employee uses:	N / A	R i g h t	L e f t	B o t h	Repetitive Motion		The job requires the use of the first category up to 4 hrs. per day.	The job requires the use of the first category up to 8 hrs. per day.	Frequent breaks: Normal Breaks plus those caused by performing jobs outside of the area.
					Y	N			
Hands: (requires manual manipulation)				X		X	x		
Feet: (functions requiring foot pedals or the like)				x		x	x		

Lifting capacity: Indicate, by checking the appropriate box, the amount of lifting necessary for this job, with or without an accommodation.

	NA	Occasionally (As Needed)	Often (Up to 4 hours per day)	Frequently (Up to 8 hours per day)
0-10 lbs.				
10-20 lbs.				
20-50 lbs.		X		
50-100 lbs.				
100 plus lbs.				