

Associate Director for Junior High Youth

St. Luke's United Methodist Church

Indianapolis Indiana

Reports to: Director of Youth Ministries

Effective: March 1, 2010

Status: Full-time; exempt

Job Summary

The Associate Director for Junior High Youth ministries provides intentional ministry for grades 6-8. This Associate brings energy to the Jr. High youth, develops youth and adult leadership, works as a team with the Associate Director for Sr. High Youth and Director of Youth Ministries, connects well with teens, and creates ministry opportunities that promote youth involvement at St. Luke's UMC.

Areas of Responsibility:

The responsibilities of the Associate Director for Junior High Youth Ministries include:

Ministry:

- Intentional coordination with the Director of Youth Ministries and the Associate Director for Sr. High Youth for a holistic approach to youth ministry
- Assist the Director in recruiting, leading, and mentoring volunteers specifically for Jr. High Ministry
- Conduct monthly training, planning, and resourcing meetings for volunteers
- Assist the director in the development and mentoring of High School students to mentor Jr. High students
- Partner with parents to facilitate spiritual growth in teens
- Mentor youth according to their potential for growth and development
- Provide age appropriate ministry for sixth through eighth grade students
- Develop, organize and provide Sunday morning and Sunday night options for Jr. High students

- Speak and teach on a weekly basis to Jr. High students
- Organize monthly activities that help Jr. High Students to connect with one another
- Provide service opportunities in the community that are age appropriate
- Develop outreach opportunities that will draw into our group a wide range of students
- Connect with students on and off campus
- Develop, organize, and lead seasonal Jr. High retreats and annual work camp trips

Administration:

- Manage a Jr. High budget as well as youth ministry resources
- Attend weekly staff meetings
- Ensure protection process by conducting background checks for volunteers, collecting & filing medical consents forms, and following policy concerning transportation of teens
- Set reservations for trips in the area of housing and transportation

Communication:

- Weekly communication with volunteers
- Consistent communication with parents through e-mail, phone, and texting
- Communication through our church's weekly bulletin, monthly publication, and quarterly publication
- Utilize technology (website, video, texting, facebook & social media)

Other Responsibilities:

- Attend weekly Staff Chapel
- Lead staff chapel as required

- Other duties as assigned

Minimum Qualifications:

- Bachelors Degree
- One to three years of youth ministry experience
- Understand and respect for United Methodist theology and polity
- Embrace the identity and vision of St. Luke's
- Growing in personal faith