

Sample Only

Unity Church of San Antonio
Position Description

Position Title: Youth Ministry Director

Reports to: Minister

General description of position:

The Youth Ministry Director makes way for the spiritual education and empowerment of babies, children, and teenagers in the church community. In keeping with Unity principles, the Director develops the elements of a spectacular, inspiring youth program including relevant curricula, age-appropriate classroom environment, community-building activities, and a team of well-trained adult volunteers who are themselves Unity students.

Activities and responsibilities:

- Develops youth programs for all ages, including Nursery, Pre-School, Elementary, Uniteens, and Y.O.U.
- Recruits, trains, appreciates, and nurtures youth ministry adult volunteers.
- Selects and/or develops relevant age-appropriate curricula.
- Collaborates with the minister and staff in the service of youth ministry.
- Obtains the services of and contributes to regional and national youth ministry resources.
- Consults with parents of children in the program when concerned with children's special needs.
- Attends scheduled staff meetings and meetings with the minister.
- Attends seminars and workshops for personal and business development.
- Writes articles for Unison, promotional literature, reports, and correspondence.
- Creates annual youth ministry financial vision and is accountable for youth ministry expenditures.

Position specifications:

- Half-time—20 hours per week @ \$10 per hour.
- Required hours of service: Sunday mornings before and after 11 a.m. Sunday Service; scheduled meetings; office hours; and planning time, whether on-site or elsewhere.
- Training: On-the-job and through organized training offered regionally and nationally. May include site visit to other Unity church(es).
- Employee Benefits:

- Payment for observance of holidays falling on scheduled work days.
- Vacation (eligible after 6 months): 1 week. After two years in service: two weeks.
- Personal business time off (replaces “sick” days): 4 days.

Associated skills and talents:

- Foundation in Unity principles established through attendance at church Services and Unity adult education.
- Training and experience in youth ministry or youth education.
- Team-oriented leadership style compatible with adults and children.
- Talent for organized thinking and action.
- Clear, inspirational writing and interpersonal skills.
- Commitment to UCSA’s purpose, intention, and core values.