

## **Christian Education Youth Coordinator**

### **JOB DESCRIPTION:**

#### **Position Summary:**

The First Presbyterian Church of Milan, IL is seeking a part-time Christian Education Youth Coordinator to work approximately 10 hours per week. The Youth Coordinator will minister to the youth of the church and community and to administer, develop, and implement youth ministry programs designed to meet the spiritual, social, and emotional needs of the youth.

#### **Responsibilities:**

1. Be an advocate for youth and young adults and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Assist with weekly activities for the youth that include the following; Sunday school, youth group, and Milan Marvels.
3. Assist with opportunities for service projects and mission trips.
4. Assist with special summer events such as vacation Bible school or other youth related events and activities.
5. Mentor youth and young adults in developing their leadership skills.
6. Stay abreast of new resources and changes in youth ministry and youth culture and adjust our programming as needed to maintain a current and effective program.
7. Assist with recruiting and training of volunteers to serve in various aspects of youth, and young adult ministry and ensure adequate adult to youth ratios.
8. Be a liaison between the church and other community organizations, people, and resources that relate to youth ministries.
9. Work in partnership with schools in the area to effectively reach youth in the community and develop a strategic ministry outreach plan.
10. Communicate with the youth and parents in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, texting, etc.).
11. Attend Christian Education meetings as well as any other regular scheduled meetings as requested.
12. Ensure that the Child Protection Policy is observed in all youth ministry settings.

#### **Qualifications and Aptitudes:**

1. Must have completed sophomore year towards a Bachelor's degree
2. Adhere to theology and values in harmony with First Presbyterian Church of Milan's mission and values.
3. Clear, observable commitment to Jesus Christ
4. Experience in the area of youth ministry is preferred.

5. Must have good written and verbal communication skills, conflict management skills, and computer skills.
6. Must have a proven ability to work effectively with youth, young adults, parents, diverse individuals, and teams of volunteers.

**To Apply:**

Please send your resume to [milan1st@mediacombb.net](mailto:milan1st@mediacombb.net) and in the subject line "Youth Coordinator Application".