First Congregational United Church of Christ

Job Description

Name: 

Position Title: Youth Program Coordinator

Supervision: Reports directly to the Director of Faith Formation with the Ordained Minister providing oversight.

Schedule: Up to 10 hours/week year-round, including Sundays. Hours and days off are flexible, depending on the approval of the Ordained Minister.

Job Summary: The Youth Program Coordinator will support the Faith Formation efforts of this congregation through coordinating a variety of programs for children and youth.

General Duties & Responsibilities (the duties and responsibilities listed are illustrative and are not an exclusive list):

Children and Youth Ministry

• Develop relationships with children and youth across the age spectrum through relationship-building and program leadership.
• Organize and lead Kids’ Club or other pre-K through 6th grade social programs with some faith content.
• Provide supportive leadership for Messy Church programming.
• Organize and lead middle school and high school programs, such as CAFÉ and/or others as yet to be determined.
• Organize and lead outings, arts opportunities and mission/service opportunities.
• Work with director of faith formation to provide supportive children/youth programming for Sunday mornings, Parent’s Night Out, and other occasional offerings.

CE Committee

• Engage with members of the CE Committee and attends CE Committee meetings upon request.

Safe Church

• Maintain a good understanding of our Safe Church policies, making sure that program offerings and the youth director’s social media engagement with children and youth are compliant with Safe Church.
• Engage in position-appropriate training for Safe Church practices.