



## **JOB DESCRIPTION**

### **HIGH SCHOOL AND YOUNG ADULT DIRECTOR**

**LOCATION:** *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

**REPORTS TO:** *Family Pastor*

**COMPENSATION STATUS:** *Non-exempt / 40 Hours Weekly*

#### **POSITION SUMMARY**

The High School and Young Adult Director (Director) works to equip parents, show high schoolers (9th-12th grade), and young adults their identity as children of God, servants of love, and messengers of the Gospel. The Director shall oversee Grace Community Church's (Grace) Youth Ministry services, provided both on Sunday and midweek. The Director shall develop a robust and healthy volunteer culture within Grace, equipping leaders to guide and disciple high school age students.

The Director is responsible for developing effective program strategies, curriculum, and a safe environment for youth. Additionally, the Director will be a primary contact for families with children in high school at Grace, having frequent contact with parents and volunteers, and will be responsible for developing workshops, events and programs that help support the mission of the ministry at Grace.

#### **PRIMARY RESPONSIBILITIES**

##### **Ministry Programming:**

- Works with the Family Pastor to clarify mission, cast vision and help support the growth and effectiveness of the Youth Ministry at Grace.
- Will help students and young adults to become full fledged members at Grace.
- Responsible for the execution of Sunday and weekday Youth Ministry programming. This includes midweek middle school and high school evening programming, Sunday morning service and assistance with the Young Adults group monthly.
- Will be responsible for ensuring spaces are set up, resourced, and reset before and after each programming event.
- Will work with the Family Pastor to annually review and select an appropriate curriculum for Youth Ministry.
- Will be responsible for ensuring curriculum and all teaching materials needed for programming are prepared, including Pro Presenter materials, handouts, and additional digital media and print materials used for teaching.
- Will plan out messages for the Youth Ministry, covering teaching of the material by coordinating guest speakers, other members, and occasionally teaching as needed..

- Works with the Family Pastor to create programming events throughout the year that effectively capture the vision of Grace's Next Gen Ministry, including missions trips, retreats, camps, service projects, and more.
- Connects with new families to Grace, ensuring they get plugged into the ministry and are followed up with their first month at the church.
- Identifies and engages strategic opportunities to reach unchurched students and their families through Youth Ministry programming and use of small group environments.

#### **Administrative Support:**

- Oversees the Planning Center check-in and registration process for Youth Ministry guests, first time families and events.
- Oversee the workflow of new volunteers onboarding into the Youth Ministry.
- Oversees the Planning Center Service module for all Youth Ministry programming, including uploading resources, scheduling volunteers, and updating teams as needed.
- Ensures responsible stewardship of resources in the Youth Ministry department, optimizing the use of personnel, finances, and facilities to support the Grace mission.
- Oversee, manage, and help develop annually a budget for the Youth Ministry.

#### **Volunteer Development:**

- Work alongside and oversee volunteers to implement lessons, activities, and supervision for all classes during Sunday services.
- Overseeing a system that recruits, teaches, empowers and manages volunteers within Grace's Youth Ministry.
- Is responsible for the reviewing and managing volunteers in Planning Center, ensuring groups and service teams are up to date and accommodated for each week.
- Spends time weekly to meet and develop volunteers in Youth Ministry, identifying resources such as training, books, and conferences that would help grow leaders.
- Equip volunteers and staff to accurately teach the gospel, ensuring application of Biblical principles and behaviors are being upheld and in alignment with Grace.
- Develops and maintains a culture of spiritual growth for every volunteer in Youth Ministry, ensuring values of prayer, care, and share are being met.

#### **COMMITMENT**

This is a full-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace and the Family Pastor annually.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk

or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### **DISCLOSURE**

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

### **QUALIFICATIONS**

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of the Director as summarized above. Preference will be given to those who demonstrate a genuine call to ministry, a true servant's heart, and application and supporting materials that demonstrate the following:

- A mature and growing faith in Christ that serves as a model to those they lead (1 Corinthians 11:1).
- A heart for the local church, an undeniable love for helping children grow in a relationship with Jesus Christ, and a chemistry that connects with Grace's culture.
- The ability to comfortably speak in public to audiences of both adults and children.
- Drive to create healthy relationships, with clear and effective communication as a foundation.
- Experience as a collaborative leader who is adept at developing, leading, and encouraging teams of volunteers.
- A self-starter who is adept at identifying strategies to overcome growth barriers in life and ministry.
- The ability to address conflict and initiate needed course corrections directly, fairly, and graciously.
- Two or more years of work experience in Youth Ministry, education or school environment, or similarly related ministry environment
- Full agreement with the doctrinal position of Grace Community Church and membership covenant.

## **GRACE'S MISSION STATEMENT**

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

### **GRACE'S VALUES**

#### **RADICAL GRACE**

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

#### **BETTER TOGETHER**

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

#### **TRUTH TRANSFORMS**

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

#### **BE THE CHURCH**

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

#### **GENEROUS LIVING**

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

#### **MADE TO MULTIPLY**

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

#### **GENERATION NEXT**

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2