



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Youth Ministry Assistant

Classification: Non-Exempt

Report to: Director of Youth Ministry

Date Edited: 10-2-19

Overview

The person in this position should be a committed Christian Disciple. Under the direct supervision of the Director of Youth Ministry, this position assists the Director of Youth Ministry in coordinating all youth ministry. This position also requires a person who holds a strong interest in the overall well-being and spiritual growth of students and children and is willing to serve and work with others, especially volunteers, in a team ministry setting.

Essential Functions

1. Provides clerical support and assists in coordinating and scheduling of all structured weekly youth ministry activities, worship and events.
2. Maintains rosters for Sunday school classes and all other structure youth ministry programming and maintains up to date data base for each grade 6th – 12th.
3. Keeps the social media accounts current and the church website youth ministry page up to date with all immediate youth ministry information by communicating weekly with the Communications department.
4. Works with the Communications department to publicize youth ministry events and produce flyers, posters and other youth ministry information for parents and other members of the congregation.
5. Oversees and assists with the organization, stocking and maintenance of the youth ministry supply areas, closets and the youth ministry kiosk desk.
6. Assists with organizing and directing special events or special programs in the youth ministry, as well as, family events when student families are involved.
7. Assists in planning and coordinating training for all youth ministry volunteers.

Competencies

1. Technical
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Communication Proficiency
5. Collaboration Skills
6. Flexibility

Supervisory Responsibility

This position has no supervisory responsibility



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Work Environment

This position operates in a professional church office environment and age appropriate ministry environments. The range of work requires adaptability and may require routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a part-time position up to 10 hours a week. Days and hours of work will be worked out and agreed upon with the Director of Youth Ministry.

Preferred Education and Experience

1. Two or more years of experience in a similar or related field.
2. Bachelors Degree

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____