

## POSITION OPEN

The Community Church of Sebastopol, a progressive, Open & Affirming congregation in the United Church of Christ, seeks a Director of Youth Ministry to join our collaborative team of youth ministry volunteers and pastoral staff as we continue a tradition of dynamic youth ministry in Sonoma County. Help nurture and evolve our programs for Middle and High School Youth as part of a congregation that isn't afraid to believe, ask questions, and put our faith into action.



**Job Posting: April 15, 2018**  
**Closing: May 31, 2018**  
**Scope of Position: 15 hours/week**  
**Pay Rate: Starts @ \$17.31/hr**  
**Start date: August 1, 2018**

By May 31, send resume to: [pastorbenjamin@uccseb.org](mailto:pastorbenjamin@uccseb.org)  
Or deliver/send to: The Community Church of Sebastopol, Attn: Rev. Benjamin Broadbent  
1000 Gravenstein Hwy North Sebastopol, CA 95473  
[www.uccseb.org](http://www.uccseb.org)

### The Community Church of Sebastopol Employee Job Description

**Job Title:** Director of Youth Ministry

**General Purpose:** Supports the mission of The Community Church of Sebastopol by providing leadership in support of a dynamic and well-organized youth ministry program.

#### **Essential Duties & Responsibilities:**

- Collaborates with Middle School (Grades 6-8) and High School (Grades 9-12) participants, parents, volunteer leaders of youth, Youth Committee, and Staff Team.
- With Youth Committee, develops and supports a dynamic and well-organized Youth Ministry program that is integrated into the life of the congregation as a whole.
- With Youth Committee, recruits and trains volunteer leaders of youth.
- With volunteer leaders of youth, plans and directs weekly programs.
- Facilitates careful administration of the congregation's Safe Church Policy & Guidelines.
- With teams of volunteers, plans and oversees annual Middle School and High School mission trips. Participates in mission trips as hours/budget allow.
- Oversees registration for seasonal and annual youth events through the Northern California-Nevada Conference (UCC), including administration of camperships according to guidelines. Attends NCNC events as available and as hours/budget allow.
- Gathers attendance data and produces reports.
- Assists in developing and overseeing budget lines relating to youth ministry. Carefully manages cash handling procedures for funds received for events and trips.
- Strives to integrate youth ministry into various facets of church life to help create a culture that is intentionally multi-generational.
- Communicates and promotes Youth Ministry events through various media.

- Collaborates with Office Manager and Custodian to facilitate proper use and maintenance of the Youth Lounge and other facility areas used by youth program.
- Other duties as assigned by the supervisor.

***Minimum Requirements:***

***Education:*** High school diploma or equivalent and some college coursework if not degree.

***Experience:*** Three years of educational instruction, volunteer management, and/or other experience working with young people in a church, school, or other non-profit or for profit environment.

***Other background demonstrating application of the following knowledge, skills and abilities:***

- Participation in a Christian community and appreciation for the of ecumenical mainline Protestant theological and liturgical traditions.
- Ability and willingness to model the mission of the Church in word and in deed on and off the job.
- Ability to organize and prioritize tasks, and to manage work time effectively.
- Ability to interact with people of all ages in person and on the phone. Interest in and enthusiasm for activities that will interest volunteers.
- Ability to communicate effectively both verbally and in writing. Ability to compose accurate hard and soft copy communication pieces. Ability to explain job expectations to volunteers. Ability to respond to suggestions and complaints in an effective and appropriate fashion.
- Knowledge of basic clerical skills. Ability to use basic office machinery, computer applications and the Internet, and to organize records efficiently.
- Ability to maintain confidential information reliably.
- Skill in collaborating with the Church staff and lay leaders to support the mission of the Church.
- Demonstrated problem-solving skills that result in a harmonious completion of responsibilities and that encourage cooperation and support among all who serve the Church.
- Demonstrated ability to work cooperatively with persons of all ages, races, religions, sexual orientation, and gender expression and identity.