

Davidson United Methodist Church
P.O. Box 718
233 South Main Street
Davidson, NC 28036

POSITION DESCRIPTION:

Assistant Director for Youth

Date Prepared:

01/29/19

Date Approved by SPRC:

x/xx/19

STATUS: Part time

HOURS: 20 Hours per week

General Purpose of Position:

Support and help develop the ongoing ministry to youth, grades 6 – 12, at Davidson United Methodist Church.

Organizational Relationship and Supervision:

The Assistant Director for Youth reports to the Youth Director. Youth Ministries falls under the Faith Formation Department that is overseen by the Minister of Education. The Director of Youth Ministries, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the Assistant Director's performance.

The Primary Task:

Support the ongoing ministry to youth at Davidson United Methodist Church by building relationships with youth, modeling a Christ-like lifestyle and attitude for youth, assisting and leading ministry events that reinforce DUMC Youth priorities, and becoming actively involved in the life of DUMC.

Responsibilities:

- Core leadership of Sunday School, including curriculum development, teaching, small groups, activities, and program promotion.
- Assist with leadership of all youth ministry groups and classes as determined in consultation with the Youth Director.
- Work with youth ministry administrative assistant to make certain all administrative needs are being met.
- Serve as a member of the Youth Council to guide and support the group's leadership functions.
- Assist with planning for various youth groups and activities to assure integration of the total youth program.
- Help recruit and develop adult volunteers for all aspects of youth ministry.
- Maintain effective communication with youth director and youth administrative assistant to ensure a team approach.
- Aid in the development and procurement of meaningful resources for the spiritual development of youth.
- Offer compassionate and caring response to youth and their families in need.
- Seek and complete continuing education opportunities designed to enhance knowledge and expand skills associated with this position.

- Assist with planning and leadership for retreats and special events.
- Assist with planning and leadership of 8th grade Confirmation program.
- Be actively engaged in the life of Davidson UMC.

Qualifications and Aptitudes:

- Must uphold United Methodist doctrine and theology.
- Display strong skills in leading both small and large groups of youth and adults.
- Demonstrate a passion for youth and possess the ability to work well with them.
- Possess the ability to work concurrently on several projects and activities.
- Have excellent organizational, people, and communication skills and the ability to utilize those skills to coordinate and motivate volunteers.
- Shows commitment to the values, mission, and vision of Davidson United Methodist Church.
- Bachelor of Arts or equivalent degree.
- Prior experience working with youth in a church setting.
- Must have excellent written and verbal communication skills, conflict management skills and computer skills.
- Must possess a proven ability to work effectively with staff, diverse individuals, individuals of all ages, and teams of volunteers.
- Must possess capability to use church membership management software to do reporting, extract data and enter updates.
- Proficiency in MS Word, Excel, PowerPoint and Publisher.