

## Youth Ministry Position Descriptions

### Administrative Assistant

-Provides administrative assistant with:

- meeting minutes
- Proofing marketing
- Managing youth ministry calendar
- Maintaining Volunteer applications and background check
- Maintains youth registration forms
- Abstracts relevant information on youth for small group leaders

### Parent Connection Coordinator

-Maintains parent contact list and keeps parents informed on:

- monthly Bible lessons and themes
- Memory verses
- Upcoming meetings
- Youth activities calendar

### Financial Management /Budget Management

-Assist Youth Pastor with:

- Completing funds request
- Managing Youth ministry budget
- Assist with research and purchase of materials

### Marketing Coordinator/Social Media Tech

- Develop marketing strategy
- Drafting flyers
- Use social media to advertise and recruit volunteers and youth participation

### Activities and Outreach coordinator

-Present activities and outreach initiatives no more than 4 times a year

- Homeless Shelter (Thanksgiving or Christmas)
- Visit Elderly Home

--In corporate in-reach ideas for:

- Mother's Day
- Father's Day
- Pastor's Anniversary
- Christmas Party
- Youth Leader appreciation

### Sound Tech/Prime Track Tech

-Responsible for:

- Operating sound system in Genesis Room
- Operating Prime Track Tech

### Praise Team Coordinator

- Ministers 2 songs during Sunday services
- Leads Youth church theme song
- Ministers with flags during praise and worship

### Praise Dance Coordinator

- Provide praise dance at least twice annually
- Provide praise dance for special events as requested

### Small Group Leader (SGL) (Elementary/Middle School/High School)

- Services one Sunday a month
- Executes predeveloped discussions and activities for specific age group to reinforce lesson
- Reinforce memory verse
- Attends quarterly curriculum workshops

### Curriculum Working Group

- Modify curriculum to accommodate all age groups
- Attend quarterly Small Group Leader (SGL) curriculum workshop
- Assist in mentoring SGLs with executing discussions and activities

### Support

- Provides support to the Youth Department

- Setup / breakdown of events
- Assists with serving food/snacks during events
- Coordinates clean-up