

# EQUIPPING YOUTH DIRECTOR POSITION

## Job Summary

Alto Reformed Church is seeking an Equipping Youth Director to be focused on developing our ministry to middle school and high school students. The position will include overseeing our Equipping Youth Ministry Team, leading youth groups, discipling students and coaches, and coordinating multiple special events like camps, mission trips, fundraising, and outreach events. This person should be a team leader with strong relational, teaching, and administrative skills; biblically knowledgeable; teachable; and passionate about sharing their faith in Jesus.

The position is considered a full-time salaried position working an average of 40 hours per week Sunday through Saturday. We are giving you flexibility to the days in which you obtain the 40 hours but there are some core times that you need to be in the office. Compensation will depend on experience and education. We will provide disability insurance, health/dental/vision insurance, life insurance, retirement contribution, mileage reimbursement, vacation, and professional development.

If, after prayerfully reviewing this information, you sense this position could be a good fit for you, please send your resumé to [kevin@altoreformedchurch.org](mailto:kevin@altoreformedchurch.org).

## EQUIPPING YOUTH DIRECTOR JOB DESCRIPTION (01.15.2024)

1. **PURPOSE OF THE POSITION:** The purpose of the Equipping Youth Director is to equip youth to live missionally through discipleship, community, leadership development, outreach, worship, and mission experiences.
2. **GENERAL EXPECTATIONS**
  - A. Daily live a life that reflects your commitment to Jesus Christ.
  - B. Be actively involved in church.
  - C. Collaborate with staff and members in a positive, unifying manner.
  - D. Pursue personal development as a believer and a leader in the church.
  - E. Serve Jesus and His Church by upholding the beliefs of the church, particularly the inerrancy of God's Word, Alto's Statement of Faith, and the doctrinal standards of the Alliance of Reformed Churches.
3. **RESPONSIBILITIES**
  - A. Equip youth to live missionally.
    - i. Lead Middle School and High School Youth Group.
    - ii. Disciple and mentor individual students.
    - iii. Coordinate with the Equipping Children & Families Director to create a comprehensive program for Middle and High School Sunday School.
    - iv. Recruit, train, and support coaches and assistants.
    - v. Develop student leaders and youth interns, seeking to invest in, mobilize and empower students to lead.
    - vi. Collaborate with the Lead Pastor to host Covenant Partnership classes annually.
    - vii. Outreach ministries
      - a. Coordinate with the Equipping Adults Team, the Equipping Children and Families Team, the Outreach Team, and staff to recruit, train, and mobilize youth for outreach events.
      - b. Develop new strategies to help the youth reach out to neighbors.
      - c. Work with area churches to increase kingdom impact and build unity.
  - B. Inspire the youth to worship through singing, praying, and giving.
    - i. Coordinate with youth music leaders to utilize music groups during youth group events.
  - C. Care for youth, families, and team members.
    - i. Engage students on their ground by attending sporting events and other extracurricular activities.
    - ii. Encourage and support them with periodic check-ins.
  - D. Administrate, Collaborate and Communicate
    - i. Participate in staff meetings and Equipping Youth Team meetings.
    - ii. Communicate at least quarterly in writing with the Consistory regarding a) celebrating where you've seen God at work and b) requesting prayer, guidance, and/or approval as needed.
    - iii. Appoint members to the Equipping Youth Team from the Consistory Approved Leader List.

- iv. Plan and execute fundraisers for retreats and mission trips.
- v. Keep account of expenses used from the youth account and the general fund.
- vi. Collaborate with the Young Adult Ministry.
- vii. Whenever possible work with other youth ministries.
- viii. Willingness to assist in other ministry areas as needed and assigned by the Lead Pastor.
- E. Professional Development
  - i. Read, study, and research new trends and ideas.
  - ii. Attend webinars, conferences, seminars, and/or workshops to further your skills, as desired and discussed with the Lead Pastor.
- F. Personal Growth
  - i. Study Scripture for continued growth.
  - ii. Maintain a passionate prayer life.

#### **4. SKILLS & QUALITIES TO PURSUE**

- A. High level of spiritual maturity.
- B. Passion to reach those far from God.
- C. Trustworthy and reliable.
- D. Servant-hearted, team player, desire to help others.
- E. Problem-solver (takes initiative in fixing and improving things).
- F. Teachable (seeks to learn and takes direction well).
- G. Delegator (equips and empowers volunteers).
- H. Flexible, patient, and kind.

#### **5. ACCOUNTABILITY**

- A. Reports to and is accountable to the Lead Pastor in carrying out job responsibilities.
- B. Final authority rests with the Consistory in all matters. The Consistory is responsible for the salary review.