

POSITION: Director of Youth Education

Supervision: Associate Pastor

Position Purpose: To direct and lead the education program for youth age 3 through high school. The position shall seek to foster Christian relationships, commitment to church and growth in faith in Jesus Christ.

Responsibilities: Subject to review and adjustment in conjunction with the Associate Pastor and the Congregation Council, the following constitute the major responsibilities of the Director of Youth Education.

YOUTH EDUCATION

The Director of Youth Education shall:

1. Coordinate the recruitment, support and training of teachers, secretaries, helpers, and substitute teachers for Sunday School in conjunction with the Education Committee.
2. Provide leadership to the Education Committee in planning, selecting and ordering curriculum for the elementary level Sunday School and review all facets of the Sunday School program in cooperation with the Education Committee and supervising pastor.
3. Coordinate all special presentations, programs and activities of the Sunday School, e.g. Christmas Program and educational field trips.
4. Assist the Education Committee to develop the annual Sunday School budget.
5. Manage disbursement of budgeted funds for curriculum and supplies within the guidelines of the approved budget. All orders and purchases will be made through the church office.
6. Give primary direction and leadership to the Vacation Bible School. This includes planning, selecting and ordering curriculum and reviewing Vacation Bible School.
7. Plan and execute "Family Fun" activities targeting families with young children on approximately a monthly basis during the school year.

GENERAL RESPONSIBILITIES

1. Attend weekly staff meetings, Education Committee meetings and other meetings as required by the supervising pastor.
2. Meet with the supervising pastor as needed at a time mutually agreed upon.
3. Coordinate the educational program with other ministries of the congregation in conjunction with the supervising pastor.
4. Publicize the educational program through the worship bulletin, First Word, posters, bulletin boards, etc. Communicate as needed with parents/guardians through special mailings or fliers sent home with youth.
5. Maintain administrative records as directed by the Education Committee and supervising pastor.
 - a. Consent forms for field trips or outings outside the church facility
 - b. Financial records--collect and submit expense vouchers to the church office
--maintain files on activity and curriculum expenses
 - c. Files on retreats, trips, fund-raisers, and program activities for use in future planning (to include attendance, cost and adult volunteers)
 - d. Curriculum review
6. Communicate regularly with the secretary who keeps the church calendar concerning dates and times for all elementary and middle school education activities.
7. Actively encourage children and youth to participate in the youth activities, worship, music and educational activities of the congregation.
8. Refer prospective families for membership and unusual circumstances where follow-up is desirable to the

supervising pastor.

9. Support and encourage youth participation at Luther Park Bible Camp and in citywide and synodical events, as available.

WORKING CONDITIONS

The position of Director of Youth Education requires great flexibility in hours available for work, including evenings and weekends. While the position is considered a part-time, salaried position, the number of hours required are those needed to fulfill the responsibilities of the position. Therefore, the Director of Youth Education shall:

1. Keep church office informed as to how/where the Director can be contacted.
2. Be on site 30 minutes before and 30 minutes after Sunday School.
3. Notify the supervising pastor prior to all absences and provide a suitable substitute in the case of anticipated absence.
4. Check in with the church office regularly for messages, mail, etc.

An office, desk, phone, duplicating services and secretarial support is provided by the congregation for work related to the position.

Continuing education is available upon the approval of the supervising pastor.

QUALIFICATIONS

1. Commitment to Jesus Christ with clear understanding of the Lutheran perspective of the Christian faith.
2. A degree in the field of education is desirable and/or significant experience working with youth.
3. Outgoing personality and ability to work well with youth and adults.
4. High organizational skills.
5. Understanding of and commitment to Christian education.
6. Agrees to background check, if requested.