

Children and Youth Ministries Coordinator
Jefferson United Presbyterian Church
716 Gill Hall Road, Jefferson Hills PA 15025
Jeffersonupc.com/ 412-653-4797

PURPOSE: The Director of Children and Youth Ministry will oversee, coordinate, and implement programming for children and youth at Jefferson UPC with the goal of continued growth in the Christian faith for the children, youth, and church community.

ACCOUNTABILITY: The Director serves under the direct supervision of the Pastors.

GENERAL: Part-time employment (12-15 hours per week) can begin no later than May 2025.

RESPONSIBILITIES:

The Director of Children and Youth Ministries provides leadership, vision, and spiritual direction in the areas of intergenerational worship, children and youth programming, and volunteer support. The position also involves:

- Listening to the needs of children, youth, and families of JUPC, and communicating those needs to the pastors and session.
- Chairing the Children's Ministry Team.
- Attending Sunday worship regularly.
- Directing the Sunday morning opportunities (worship and classes) for children's spiritual growth in preschool through 12th grade.
- Providing leadership for Youth Café, Grades 6-12, which meets twice monthly on the 2nd and 4th Tuesdays from 5:30-7:30 PM.
- Recruiting and training volunteers (e.g., teachers, helpers).
- Working with the Christian Education Team to lead and recruit volunteers for June VBS.
- Collaborating with the pastors to collect, file, and maintain volunteer clearances following the Safe Church Policy.
- Participating in weekly staff meetings.
- Purchasing and maintaining materials for children and youth programs.

EVALUATION: Performance reviews will be conducted biannually by the pastors to discern continuing ministry.

QUALIFICATIONS: We are looking for an enthusiastic, humble individual to encourage children from preschool age through high school in their faith journey with the Triune God.

- Relationship with the Triune God with a passion to share God's love with children and youth.
- Experience working with and developing a vision for children and youth.
- Strong communication and organizational skills.
- Ability to integrate diverse needs of the families of our church.
- Willing to attend professional training to enhance knowledge and skills in Christian and youth ministries.
- Computer skills
- Prior to hiring, a thorough background check will be completed

COMPENSATION will be discussed at the interview.

Personal Time Off is available.

Approved by Session 01/30/2025