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## **Job Description: Coordinator of Youth Ministries**

### **Job purpose**

While the Director of Faith Formation is accountable for assuring Trinity provides a dynamic and comprehensive Christ-centered ministry for its youth and their families, the Coordinator of Youth Ministries works directly with the Director of Faith Formation to complete operational aspects of this ministry.

### **Duties and responsibilities**

- Recruit and train youth group leaders of Trinity's four youth groups (3<sup>rd</sup> and 4<sup>th</sup> grade, 5<sup>th</sup> and 6<sup>th</sup> grade, 7<sup>th</sup> and 8<sup>th</sup> grade, 9<sup>th</sup> through 12<sup>th</sup> grade)
- Assist as in teaching of confirmation classes, roughly two times a year
- Plan and attend two confirmation retreats per year in a leadership capacity
- Determine and communicate the schedules for youth group meetings/events
- Coordinate plans for mission trips and the ELCA youth gathering including the recruitment of volunteer staff, selection of mission trip site, fundraising, and making travel arrangements
- Coordinate youth involvement in the Good Friday worship service and the Good Friday dramatic presentation
- Engage and support youth and youth group leaders in synodical, churchwide, and larger world as opportunities present themselves
- Write and submit pertinent articles relating to Trinity's youth ministries for its two publications, the Lansdale Lutheran (seasonal) and the Weekly (weekly) Assist the Director for Faith Formation and the Faith Formation HUB team in developing the annual budget for Faith Formation ministries
- Maintain data bases for youth participation
- Actively encourage the full participation of youth in Trinity's various ministries
- Identify and coordinate funding sources for youth events
- Other duties as assigned by the Director for Faith Formation

### **Qualifications**

- Possess a deep desire to accompany youth on their faith journey
- Possess a Bachelor's degree
- Experienced in youth ministry
- Possess a desire to work collaboratively with others
- Proven teaching, communication, and motivational skills
- 3-5 years of experience in similar position preferred
- Strong organizational skills and excellent time management skills
- Efficient use of Publisher, Word/Excel, and a comfort level with the Google suite
- Takes initiative and is self-motivated yet is transparent in communication to supervisor and others involved in Faith Formation
- Duties may require weekend and evening work, overnight and week-long mission trips and retreats, changing and flexible schedule

### **Working Conditions**

This position works in an office environment during a standard work week with the addition of occasional weekend or evening hours.

Job Type: Part-time

***If interested in this position, please contact Deacon Karen Matthias-Long at 215-368-1710 or [kmatthiaslong@trinitylansdale.com](mailto:kmatthiaslong@trinitylansdale.com).***