



# ALL SAINTS

PRESBYTERIAN

## JOB DESCRIPTION

**JOB TITLE:** Youth Co-Director

**REPORTS TO:** Youth Director/Pastor

### **OVERALL MISSION:**

To serve Christ by serving the people and families at All Saints through youth ministry, that All Saints might live as the body of Christ in Austin for the world.

### **SCOPE OF POSITION:**

The Co-Director of Youth will oversee All Saints' ministry to 6th through 12th grade girls, as well as their families, striving to ensure that each girl whom the Lord brings to All Saints has a faithful shepherd in her life.

### **HOURS:**

Estimated at approximately 40 hours/week.

### **JOB RESPONSIBILITIES:**

#### *General Responsibilities:*

- Attend and contribute to bi-monthly Full Staff meetings for formation and alignment.
- Attend and contribute to monthly Ministry Leads meeting.
- Maintain devotion to Christ through regular participation in the Formation Practices of the church.

#### *Specific Responsibilities:*

- Prepare and lead three weekly girls' small groups
- Meet one-on-one or in groups with girls, most regularly with girls from the small groups.
- Cultivate relationships with mothers of girls in each small group.
- Faithfully attend and actively participate in weekly Large Group, teaching periodically as desired and assigned.
- Faithfully attend church on Sundays to fellowship with students and families.
- Plan and participate in particular demographic social events and programs (e.g. Middle School girls "Galentines").
- Plan and participate in group-wide social events and programs (e.g. Pig Jig, Middle and High school RYM summer trips, mission trips).
- Meet regularly with youth staff for care, training, and ministry development.
- Provide administrative assistance for the youth ministry, including coordination of weekly emails, calendar, scheduling, reservations, travel, events and reconciliations.

### **SKILLS AND QUALIFICATIONS:**

1. Mature love for Christ and practice in following him.
2. Evident love for youth and passion to see them worship, know, and serve God.
3. Enthusiasm for All Saints' philosophy of worship and ministry.
4. Commitment to a Christ-centered approach to biblical teaching & reformed theology.
5. Education, training, and/or experience in ministry and teaching youth.
6. Highly relational personality—warm, enthusiastic, and kind.
7. Strong organization skills and creative at program planning.

8. Hard working, committed to excellence, and self-motivated.
9. Steady and calm during crises and committed to conflict resolution.
10. Humble and teachable spirit.
11. Natural affinity for collaboration and teamwork.

**CLASSIFICATIONS:** Full-time (30+ hours/week), exempt per FLSA, non-ministerial per IRS, ministry staff