

Kōloa Union Church

DRAFT Position Description

Job Title: Youth Director

Reports To: Pastor

Date Position Is Available: July 1, 2022

Summary

Primary duty is to plan and conduct a comprehensive youth program for middle and high school students in an environment that is in line with KUC's Mission Statement and Open & Affirming Covenant. This position reports directly to the Pastor and will work with a committee of volunteers.

Hours

20 hours per week. Duties are to be performed on, but not limited to, Sunday mornings, as well as weekly meetings with youth, regular meetings with volunteers, and communication with youth and their families. The following types of activities will be planned on a regular basis: social, spiritual, educational and outreach, with an emphasis on creative arts and expression. Unless otherwise approved by the Pastor, the youth director will attend overnight retreats, conferences and other activities with youth, including those off-island.

Compensation

An annual salary of \$20,000-24,000 (negotiable, depending on experience and ability) is to be paid on the 15th and last day of the month.

Additional benefits will be offered:

- Health and unemployment insurance; workers compensation
- 2 weeks paid vacation annually; dates to be taken after 6 months of employment and approved by Pastor
- 1 week paid continuing education leave to be approved by Pastor
- Sick leave, maternity/paternity leave, bereavement leave, as required by law
- Time off for extra hours at retreats and conferences, typically at a maximum of 12 hours per day, will be arranged with the Pastor before each activity.

Reasonable reimbursements will include costs for:

- Youth ministry expenses
- Mileage for youth ministry at the reimbursement rate determined by Internal Revenue Service (Mileage log required for reimbursement)
- Continuing education for ministry

Essential Duties and Responsibilities

- Enlisting youth and volunteers
- Choosing with committee: curriculum, topics and presenters
- Planning and leading with committee: gatherings and activities
- Inviting youth to participate in the life of the church, including worship services

- Inviting youth to participate in the life of the Association, Conference and UCC
- Planning and leading with Pastor: confirmation classes or retreats as needed
- Overseeing youth budget and fund(s)
- Overseeing fundraising for youth activities
- Attend Church Council and Congregational meetings
- Assuring the church's Safe Church Policies are followed as they pertain to youth
- Other duties may be assigned, including, but not limited to, ministry to families of youth, assistance in worship services, denominational representation

Supervisory Responsibilities: This position supervises all youth and youth ministry volunteers, as well as paid assistance, such as guest speakers and presenters.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

- **Youth Ministry Skills:** Chooses themes, topics, and presentations that are in line with the church's Mission Statement, Open & Affirming Covenant, and UCC theology.
- **Interpersonal Skills:** Works effectively with the Pastor, administrative assistant, volunteers, youth and others. Able to effectively solve conflict and differences of opinion without judging or blaming and with the goal of a healthy community.
- **Oral Communication:** Reads, writes and speaks in English; speaks effectively in front of groups; speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings as needed.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Visionary Leadership:** Displays passion and optimism; inspires and mobilizes others to fulfill the vision and mission of the church.
- **Delegation:** Sets expectations and monitors delegated activities.
- **Leadership:** Exhibits confidence in self and others; accepts feedback from others.
- **Quality Management:** Demonstrates accuracy and thoroughness in presentations; looks for ways to improve and promote quality.

- **Cost Consciousness:** Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- **Diversity:** Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics:** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically.
- **Organizational Support:** Follows policies and procedures; supports organization's goals and values; supports affirmative action and respects diversity.
- **Planning/Organizing:** Prioritizes and plans work activities; organizes files, documents and copies for efficient access; uses time efficiently.
- **Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** Observes safety and security procedures; uses equipment and materials properly.
- **Attendance/Punctuality:** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability:** Responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; remains open to new ideas while remaining committed to the church's vision and mission.
- **Initiative:** Actively recruits volunteers; quickly addresses issues and challenges; adds new ideas to existing repertoire.
- **Transportation:** Drives to and from work and work-related activities in a dependable personal vehicle that is insured according to government standards; drives youth and volunteers to activities, according to the standards set in the Safe Church Policies; makes and purchases airline reservations for

self and others to meetings, events and activities off-island; arranges ground transportation for youth ministry travel.

- **Physical Demands:** Frequently stands, walks and reaches with hands and arms; sees clearly with close vision, distance vision, depth perception and ability to adjust focus. Able to drive, travel on airplanes, as well as private and public transportation. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work Environment

The church will provide a work area, desk, office supplies, access for making copies, and reasonable support from the Administrative Assistant in order to perform the essential functions of this job. Cost or financial assistance for computer and cell phone are negotiable, depending on the needs and preferences of the Youth Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Although the church building is the primary place of employment, the Youth Director is required to work in other places where duties will be required.

Evaluation

The Youth Director will be evaluated by the Pastor at 6 months after first day of employment; afterwards, the Youth Director will be evaluated annually.

Qualifications and Preferences

- Bachelor's degree from an accredited college or university
- A Master's degree or certificate of study in theology, youth ministry or Christian education, from an accredited theological seminary or university is desirable.
- At least one year of successful experience working with youth in a church or religious setting is desirable.
- Koloa Union Church Membership is desired after hiring in order to demonstrate commitment to the local church, unless there is a compelling reason otherwise.
- Employment is conditioned upon completing the church's "Safe Church Policies" forms and clearing a criminal background check to be completed before employment begins.
- Maintain active First Aid and CPR certification throughout employment

Requirements To Apply

In order to apply for this position the following items must be completed:

- Application For Employment, provided by Kōloa Union Church.
- Three references, including names and contact information.
- *Although, not required, a resumé is recommended.*

All requirements are to be sent to kucofc@gmail.com or: Kōloa Union Church, P.O. Box 536, Kōloa, HI 96756.