

Youth Director – Monroe Covenant Church

**YOUTH DIRECTOR ~ 15 hours per week**

**Qualifications**

* Have a genuine relationship with God.
* Have a desire to grow and learn leadership, culture, and faith.
* Have 3-5 years’ experience working with youth and community.
* Have the capacity to both lead and empower others to lead.
* Have the desire and capacity to shepherd youth and leaders.
* To align and agree with MCC statement of belief: <https://www.monroecov.org/what-we-believe>

**Job Description**

* **Monroe Covenant Church Weekly Youth Group ~ 5-6 hours per week**
  + Meet with teens in small groups or individually for connection and deeper conversation, mentorship, and prayer.
  + Coordinate middle school Sunday School for weekly worship service on Sundays.
    - Co-plan curriculum with Pastor Michelle.
    - Recruit weekly teachers.
    - Teach once a month or every other month depending on scheduling.
  + Coordinate and lead youth group for all middle and high schoolers each week. Currently this happens every Thursday evening during MCC Fellowship Night
    - Schedule volunteers for small groups
    - Plan and lead games
    - Plan teaching/lessons/curriculum (lead the lessons or coordinate with other volunteers to do so)
* **Community Connection ~ 4-5 hours per week**
  + Spend time weekly at Park Place Middle School volunteering at lunch, counseling office or classrooms
  + Coordinate with Kidz Club Director to help support student leaders in the Kidz Club program
* **Staff ~ 2 hours per week**
  + Meet monthly with MCC Pastor for mentoring and accountability
  + Attend church staff meetings as needed (once a month)
  + Annual review with supervisor
  + Send in brief monthly update on programs and students to church council
* **Conferences, Retreats and Trainings ~ 4.5-8 days**
  + Attend and plan activities for annual MCC retreat (normally in September)
  + Attend and coordinate cabin leaders for annual Covenant Fall Youth Retreats (Middle School normally in October, High School normally in November)
  + Coordinate and arrange transportation for annual Cascades Camp Youth camp (attendance can be negotiated)
  + If possible, attend 1 annual covenant conference or youth ministry training. All fees will be covered for attendance.
* **Manage Youth Ministry Budget**
  + A $200 monthly expense allowance is provided to encourage you to make connections with youth outside of regular programming. Take them to coffee, lunch, a movie, or...including your mileage for out-of-town travel at the current IRS reimbursement rate
  + Receipts and mileage are to be turned into the church accountant every month (by the last weekday of the month) with notations that include the date, purpose of the expense (lunch, for instance), and the youth included in the event.

**FINANCIAL PACKAGE**

Note:

* Health benefits are not offered with this position

HOURLY RATE: $25-$28

Hours may vary from week to week depending on time of year and ministry schedule. Any hours

worked over the 15 weekly allotted hours must be planned with and approved by the supervisor.

BENEFITS:

* Sick Leave: Sick leave shall accrue at the rate of 1 hour per 40 hours work. Employees shall accrue sick leave at the rate of 1 hour per 40 hours worked. Accrual is based on hours worked. Time does not accrue when hours are paid, but time is not worked (e.g., when accrued sick leave hours are used, paid holidays, or vacation time). The policy year is the consecutive 12-month period beginning January 1st and ending on December 31st. At the end of each calendar year, any unused, accrued sick leave hours will be carried over to the next year up to 40 hours. Any amount of unused, accrued sick leave at the end of year over and above this carryover cap will be lost.
* Vacation: 30 hours of paid vacation leave given annually. Vacation hours do not roll over from year to year. Employee may begin using vacation hours after the completion of 3 full months of employment. All vacation hours used must be approved by the supervisor prior to use.

To apply please send a cover letter and resume to Michelle Huskamp ([michelle@monroecov.org](mailto:michelle@monroecov.org)).