

JOB DESCRIPTION

JOB TITLE: Director of Youth and Family Ministry

SUMMARY: The Director of Youth and Family Ministry is responsible for the spiritual education of youth, ages birth through high school, in the church community. In keeping with Unity principles, the Director implements the elements of an inspiring youth program including relevant curriculum, age-appropriate classroom environments, community-building activities, and a team of well-trained adult volunteers who are themselves Unity students.

Additional tasks up to 20% of overall workload, not reflected in this job description but still within the general auspices of Youth and Family Ministry, may be assigned by leadership as needed to support the Center.

RESPONSIBILITY: The Director of Youth and Family Ministry will have a passion for working with youth and will demonstrate experience and qualifications in this area. They will fully embrace Unity teachings and have an ever-unfolding vision of youth ministry and its possibilities in the 21st century. The Director of Youth and Family Ministry will recognize the infinite potential that each child possesses. Duties include the following:

- Develop youth programs for children from birth through high school.
- Recruit, train, appreciate and nurture youth ministry volunteers and staff.
- Select age-appropriate curricula and program materials used in all programs.
- Communicate and collaborate with the minister and staff in the service of youth.
- Engage the services of regional and national youth ministry consultants as needed.
- Attend scheduled staff meetings and meet regularly with your supervising minister.
- Attend seminars and workshops for professional development.
- Provide articles for church communications.
- Provide a quarterly report to the minister(s) and board.
- Create an annual financial vision and be accountable for youth ministry expenditures.
- Maintain a system of administrative records and equipment inventory.
- Coordinate with the Center Administrator and renters regarding scheduling and space configuration of the Youth Wing and associated areas.
- Be available and prepared to teach classes as necessary.



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REQUIRED QUALIFICATIONS:

- Must be at least 25 years of age.
- Must be open to Unity/New Thought teachings, and able to enthusiastically and authentically teach youth of all ages from a Unity teachings-based curriculum.
- Training and one year of experience in youth ministry or youth education (or an equivalent).
- Team-oriented leadership style compatible with children and adults.
- Talent for organized thinking and action.
- Clear, inspirational writing and interpersonal skills.
- Computer proficiency – MS Office and web fluency a must. Must be able to learn and work with Church Management system. Social media presence and fluency desired.
- Commitment to and alignment with church purpose, intention, and core values.
- Experience supervising adults as employees or volunteers is a plus.

PREFERRED QUALIFICATIONS:

- An active Unity congregant for a period of at least one year.
- Grounded in Unity teachings with a demonstrated commitment to personal spiritual growth established through at least one year attendance at church services and Unity adult education.
- B.A. or B.S. in Education or Child and Family Development (or the equivalent).
- Certified Spiritual Educator or Licensed Unity Teacher.

POSITION SPECIFICATIONS:

- Half-time position: 20 hours/week.
- Time requirements: Sunday mornings before and after service(s) required.
- Scheduled meetings, office hours, special events, and planning time.
- Training: On-the-job and through organized training offered online, regionally and nationally. May include site visits to other Unity church(es).