

Anacortes Lutheran Church Job Description

Position: Director for Youth and Family Ministry

- 1. Overall Purpose of the Position:** To provide congregational members, ages Elementary School through High School and Young Adults with appealing opportunities to have fun while learning to incorporate Christian teachings in everyday life. This is primarily a leadership and organizational responsibility, as the Director will not be responsible for educational curricula development or implementation.

- 2. For Management Direction, this position Reports to:** The Lead Pastor

- 3. Prerequisites and Qualifications of the Position:**
 - 3.1. A Belief in, and an enthusiastic desire to participate in promoting the teachings of Jesus Christ and his Gospel. **
 - 3.2. **Successful passage of background check for working with youth.**
 - 3.3. Documented experience in organizing and carrying out youth activities.
 - 3.4. Ability to take the initiative in creating events/projects while working with and through volunteers.
 - 3.5. Excellent verbal and interpersonal communication skills.
 - 3.6. **A strong familiarity with current Social Media platforms and online tools with which to manage events and communicate with parents, volunteers, and other staff.**
 - 3.7. Ability to relate to and mentor teens and young adults.
 - 3.8. It will help to have one or more popular skills to use as a focus for events; i.e. Music, Drama, Sports, Cooking, Biking, Hiking, etc.

- 4. Position Responsibility Detail:**
 - 4.1. The Director will Coordinate the activities of three general age groups within the congregation:
 - 4.1.1. Elementary School: (K-5th grade)
 - 4.1.2. Junior High School: (6-8th Grade)
 - 4.1.3. High School: (9-12th Grade)
 - 4.2. The Director will co-ordinate regular gatherings of each group, and will co-ordinate activity planning between the Education Committee and Youth Committee. Although the Director will coordinate events, volunteers from each group will be expected to be actively involved.
 - 4.3. Director will be responsible to schedule, select the venue, and promote the events.
 - 4.4. Attend ALC staff meetings as a member of paid staff.
 - 4.5. In the evaluation of job performance, frequent conversations are better than one-time annual reviews. Periodic conversations between personnel, Pastor, and staff are valuable and may be initiated by either the employee, Pastor, or Personnel.

5. Staff Interactions:

- 5.1. The Director for Youth and Young Adults will coordinate closely with the volunteers of the Youth and Education Committees. The position will interact with the Personnel Chair, in addition to the Lead Pastor, with regards to evaluations and contracts.
- 5.2. In accomplishing this job, the Director for Youth and Young Adults interfaces with the Lead Pastor, and All Church committees, and the Council. It's essential that this position, and all positions on the ALC staff interact in a spirit of co-operation to achieve the overall goals of the Congregation. **

6. Terms of Employment:

- 6.1. Type of Position: (Salaried): Part-time over 12 full months.
- 6.2. Normal Working Hours: Although the position is a salaried position whose objectives are the accomplishment of the responsibilities described herein, total hours worked are expected to be generally equivalent to 1/2 time, (1000 hrs/yr).
- 6.3. Compensation/Benefits - Commensurate with Experience and Skill Set:
{For Salary and Benefits Specifics -- Refer to the Individual Employment Contracts}

** These line items are included in all ALC Job Descriptions