

Youth Program Coordinator

Our Saviour Lutheran Church

Are you looking for a great opportunity to work with youth in a dynamic, team environment? Our Saviour Lutheran Church is seeking a part-time Youth Program Coordinator to provide overall leadership for our youth ministry.

As an integral part of a team that does intergenerational ministry, you will bring energy and enthusiasm to a growing population of youth. You will take a leadership role in integrating the youth programs within the church and in the community and have the opportunity to shape the lives of youth through your coaching and mentoring. A full position description follows.

This is a part time six month renewable position, with a salary range of \$12.50 - 15.50 per hour, depending on experience. Start date is flexible.

If this sounds like the opportunity you've been looking for, we want to hear from you! You can submit your resume to Pastor Tim Le Drew at ptim@oursaviour.ca or at the church office at 6340 No. 4 Road, Richmond B.C. V6Y 2S9 from 9 am - 1 pm, Monday to Friday. Deadline for applications is June 30, 2010.

Position Description

GENERAL ACCOUNTABILITY

The Youth Program Coordinator is accountable for the overall leadership and coordination of the youth programs within the Youth Ministry of Our Saviour Lutheran Church. Reporting directly to the Pastor and under the direction of the Youth Committee, this position will ensure the effective planning, coordination, communication and delivery of all youth programs, and aligns activities with the other programs of the church. The position will also liaise with other Lutheran congregations to ensure the broader integration of the OSLC youth programs. The Youth Program Coordinator will be mindful to coordinate a spiritual component intermittently throughout the programs.

SPECIFIC ACCOUNTABILITIES

- 1) The Youth Program Coordinator plans, coordinates, communicates and delivers all youth programs for Our Saviour Lutheran Church. This includes having regular meetings with parents and youth, the Pastor and the Youth Committee to gain input for programs and activities that are appropriate for the youth. The Youth Program Coordinator will develop and implement a communication strategy that makes effective use of the church website, emails, telephone and brochures so that all youth are aware of the ongoing activities available to them. The Youth Program Coordinator will be present to lead and participate in all activities to ensure the integration, enjoyment and safety of the youth and act as a mentor and role model to the youth.
- 2) The Youth Program Coordinator ensures alignment of the youth program activities with other OSLC programs. For example, the youth program may support activities of other church committees such as the greening of the parish, worship, fundraising and

stewardship. This position may also liaise with the Sunday School program coordinator or handle other coordination duties as they arise.

3) This position is responsible for liaising with other Lutheran congregations and the overall youth ministry of both the BC Synod and the National Church. This may include coordinating joint programs with local Lutheran congregations, assisting with planning for the National Youth Convention and acting as an advocate for the youth in the community.

4) The Youth Program Coordinator will work with the Pastor to coordinate a spiritual component intermittently throughout the programs. This could entail bringing in a guest speaker, watching a film or coordinating a book review on a particular spiritual topic.

5) This position will provide monthly reporting to the church council of past and planned youth activities, provide written reports for the church newsletter and website, and make presentations to council and the membership at large as required. Ongoing supervision will be provided by the Pastor and the Chair of the Youth Committee, including at least monthly meetings.

6) The Youth Program Coordinator will participate in the ongoing evaluation of the youth programs, actively solicit feedback from the youth, parents and Youth Committee on a regular basis, and update and refresh programs and activities as required.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

- 2 - 4 years previous experience working with youth, preferably in a Christian environment
- proven leadership skills and ability to relate to youth age 10 - 18
- well developed communication skills, both oral and written
- proven ability to plan, organize and coordinate multiple programs and activities
- proven ability to delegate tasks and work well with others as part of a team
- valid driver's license and own vehicle preferred
- must pass criminal records check
- must be age 21 or older in order to act as a chaperone to the youth

*updated September 30, 2009

Tim Le Drew

Our Saviour Lutheran Church

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