**Youth Ministry Assistant**

**Job Description**

**Responsibilities and Expectations**

***Overview:*** The Youth Ministry Assistant needs to be well organized, self-driven, creative, caring, mature and responsible. The individual will assist with setting the vision, goals and objectives for the youth ministry programs. This person will assist the youth team with logistical concerns relative to the programs of the youth ministry (forms, transportation arrangements, etc.) in order to be a needed and valuable asset to the team.

**Responsibilities:**

1. **Discipleship/Relational Interaction** – serving as leader/teacher/role model to youth

A. Regularly participate in/help lead junior and senior high midweek programming (Sr. High Bible Study &

Jr. High Fellowship)

B. Be available to youth to listen, care, do group building, advise and refer to pastoral staff for additional

help as needed.

2. **Curriculum/Event planning and development** – help with visioning, supervision, creative teaching

A. Regular curriculum planning and visioning meeting with youth committee – both junior and senior high

B. Study and preparation

C. Participation in long-term resource development for midweek and Sunday morning education

D. Attend, supervise and help lead all youth programming

3. **Creative teaching for junior, senior high** – planning and designing creative teaching components

A. Researching/developing teaching components & resources

B. Creation of video and visual aids

C. Game and activity planning and implementation

4. **Social media and communications** – using Facebook, text, email and other methods to promote and

communicate with youth and parents about youth ministry

A. Maintain a robust and effective social media presence for youth ministry

B. Be able to create and use video (and photography) to enhance communications and teaching

C. Brainstorm and implement new ways of using social media and web presence to enhance

youth ministry

5. **Miscellaneous** – duties as determined by Youth Committee according to gifts and need

**Expectations**

1. Weekly meeting and planning with Youth Director

2. Participate each week in weekday and Sunday programming

3. Help plan/lead retreats, events, camp

4. Worship at Orchard Park Presbyterian Church each week

**Evaluation**

1. Weekly check-ins with youth staff

2. Regular conversations with Youth Committee & Youth Elder

3. Formal review each semester with Youth Director & Youth Committee

**Compensation**

15-20 hrs/ week ; $1100 - 1350/month

***QUALIFICATIONS:***

• College degree preferred (or working to complete) (Could possibly meet school internship requirements.)

• Skills, experience and passion in working with youth in grades 6-12.

• Ability to creatively plan and implement worship and fun events for the youth program.

• Recent experience in leading small groups and shepherding students to grow in their leadership and

discipleship.

• A team player who works well with other members of the church staff and who has proven effectiveness in

working with volunteers and parents.

• Ability to communicate clearly and concisely.

• Strong organizational and time management skills.

***PERSONAL CHARACTERISTICS:***

• A Christ-centered, Biblically-rooted, warm-hearted faith in Christ which expresses itself in loving, joyful,

healthy relationships with others and ability to share his/her personal Christian faith.

• Understanding and commitment to the spiritual heritage, doctrine, and principles of the

Presbyterian Church (USA) and Orchard Park Presbyterian Church.

• Strong Christian character evidenced by a life of prayer, spiritual discipline, and participation in the life of the

church.

• A sense of humor and ability not to take him/herself too seriously.

• High energy level with flexibility who can anticipate and respond to the changing demands of a growing

ministry.

**Orchard Park Presbyterian Church Mission Statement:**

Blessed by God’s love, the Orchard Park Family seeks to grow in our faith, and to reach out with the Good News of Jesus Christ.

Applicants, please send resume to the youth ministry team at oppcyouthministry@gmail.com.