

JOB DESCRIPTION
YOUTH DIRECTOR
TRINITY PRESBYTERIAN CHURCH
5533 North 16th Street, Arlington, VA 22005
www.trinityarlington.org

This is a full-time position [30-35 hours/week] that reports to the Director of Spiritual Formation.

Trinity's mission is to **CONNECT** in meaningful ways, to **GROW** in our faith, to **SERVE** those in need, and to **EXPERIENCE** God's presence in our daily lives.

Need for Position in support of our mission: Trinity Presbyterian Church is a progressive, active and growing faith community located in North Arlington, VA seeking outstanding candidates for its Youth Director position. With a vibrant church community that is open and welcoming to everyone, the members of Trinity are called to Faith through connecting to others around us in meaningful ways, growing in our faith through opportunities to learn, and experiencing God's presence through serving others in our daily lives. The Youth Director role is central to this community which sees continued growth, especially in young families. With historically strong engagement from the youth members of the church and a robust support network in the church membership, Trinity is looking for someone who wants to continue their faith journey and grow with our church family as the Youth Director. This position comes with many benefits as well as support from an inclusive leadership team and church family.

Position Responsibilities:

1. Youth Spiritual Development, Education and Fellowship. Work under the guidance and direction of the Director of Spiritual Formation to maintain and nurture a consistent, meaningful program for youth spiritual development (and fun).
2. Sunday Evening Youth Program. Maintain and lead the Sunday evening youth program that connects youth (6th – 12th grade) to one another, giving them space to discover faith in their own way and explore their own discipleship and leadership in the church.
3. Sunday Morning Youth Education. Lead Youth Education on Sunday mornings (supported by adult volunteers).
4. Other Youth Group Activities. Create safe places and activities for youth to meet with adults and other youth for fun and fellowship.

Position Requirements:

1. Hours: This position is 30 to 35 hours per week, with consideration for longer hours that may be required some weeks for retreats or other special events.

2. Youth program on-site/in person hours: Sundays 9am-1pm and 6:30-9pm; 2 weekend youth retreats per year; 1 week summer youth mission trip; 2-3 hours per week other youth activities.

3. Administrative on-site/in-person hours: 2-3 hours a week consistent "office hours" for meetings and general planning; 1 hour weekly meeting with the Director of Spiritual Formation; 3 hours per month for weekday staff meetings (presently 1st & 3rd Thursdays, 12:30-2pm); 2 hours per month weekday evening ministry meeting (presently 4th Wednesday 7-9pm); Occasional half-day or day-long staff retreats. Some Administrative hours are flexible or may be negotiable.

The Specific requirements in support of the youth program:

1. Support other staff members who are working with youth (musicians, pastors, etc.), by facilitating opportunities for youth participation in the life of the church.
2. Develop and support adult volunteers: continue to develop new adult volunteers to work with youth as regular leaders and for occasional support; support volunteers in their ministry with youth by holding two volunteer meetings a year and maintaining volunteer schedule.
3. Attend staff and ministry meetings: Trinity staff meeting once per month; and monthly Education & Nurture meeting to report on youth activities.
4. Communication: communicate with youth, parents, volunteers, staff, ministries, and/or wider congregation about youth activities, logistics and needs. Coordinate with Trinity staff to publicize youth interests (newsletter, e-news, social media, website, etc.); maintain updated youth group contact list.
5. Plan and lead Sunday night Youth Group meetings supported by 1-3 consistent adult volunteers. Activities should incorporate faith and fun. Facilitate Small Group monthly gatherings: once a month in lieu of Sunday night Youth Group, youth meet in small groups by gender/age level, usually in someone's home; meetings are led by adult volunteers. Youth director is responsible for facilitating these gatherings by: coordinating with the small group leaders (adult volunteers), suggesting activities and discussion topics, and attending each small group once per school year.
6. Select appropriate curriculum under the guidance of the Education and Nurture Ministry. Plan and lead Sunday morning youth education hour, supported by 1-3 consistent adult volunteers, and maintain teaching schedule for youth director and volunteers.
7. Participate in worship and/or be familiar with sermon and liturgy each week through communication with Pastor and/or Director of Spiritual Formation.
8. Youth retreats: plan, organize and attend retreats for youth spiritual development and group building, including coordinating adult chaperones

(presently two per year: one weekend for middle school youth and one weekend for high school youth). Youth mission trip: with adult volunteers, plan and attend a domestic youth mission trip, generally a week in the summer. c. Support youth group members participating in the congregation's intergenerational mission trip by coordinating with Mission & Service Ministry and trip director about youth participation, other support as needed. (Youth Director is not required to go on this trip but may have the option.)

9. Participation in the life of the church and engagement with the wider congregation. Opportunities include attending things like church-wide retreats, picnics/potlucks, Fellowship events, adult classes, and small groups, etc.

10. Create and support service opportunities and youth engagement in youth-led and wider church activities. Past examples include: church-wide Crop Walk; helping with VBS; Rebuilding Together; helping Easter craft/egg-hunt event; and youth-led 30-hour fast to support a mission, etc.

Flexibility and Skill-building opportunities:

It is expected that 75% of the position hours will be in support of the youth program. The remaining hours are met in coordination with the Director of Spiritual Formation and depending on your interests and gifts and the needs of the church. The position is flexible as to other responsibilities and opportunities the candidate might want to pursue in the church. Trinity is a very active congregation with opportunities in areas such as mission support, young adult ministry, children's ministry, audio-visual technical support, worship leadership, and small group leadership. We are committed to being a place where each member of the staff can bring their own skills and also grow into other skills that will equip them for ministry with this congregation and future congregations they may serve.