

First United Methodist Church  
Baraboo, WI

JOB DESCRIPTION

## Youth Ministry Coordinator (Middle School through High School)

Reports to: Pastor (and Christian Education Committee)  
Category to Employment: Part-time, non-exempt  
Payroll Status: Hourly  
Hours: 8-10 hours per week; maximum 400 hours a year

---

### Job Summary:

Responsible to lead and coordinate youth groups and youth Christian education. Responsible to provide personal leadership in the development and implementation of ministry programs for youth which support lifelong learning while conforming to the teachings of the United Methodist Church, the needs of Baraboo First United Methodist Church, and contemporary culture. Serves as a role model for all members of the church community.

### Desired Minimum Qualifications:

Experience: Experience relating to youth in a responsible role, experience teaching, leading discussions, coaching and listening to youth individually and in group settings.

Education: High School Graduate or GED.

Knowledge, Skills: Effective verbal, teaching and listening skills appropriate to contemporary youth.

Effective problem solving, negotiation, and mediation skills; effective organization skills; knowledge of policies and legislation involving youth in activities in order to maintain their safety and well-being.

### Essential Functions:

1. Contacts youth and encourage participation in youth activities.
2. Seeks out lay leadership as volunteers for youth activities and effectively trains, supervises supports, and recognizes them.
3. Coordinates Sunday and Wednesday youth programming.
4. Researches, selects, and recruits adult chaperones and coordinates large group events, concerts, service and mission projects.
5. Facilitates youth involvement in church service one a month and attends worship that Sunday.
6. Communicates the youth activities and programming information to the congregation.
7. Manages the annual youth program budget as set by the Finance Committee and Church.
8. Attends quarterly meeting with Pastor and Children's Ministry Coordinator. Attends and participates in Christian Education Committee.
9. Attends annual all-staff training with Pastor.

### Communication:

1. Communicates with the pastor, church administrator, staff, and youth and children volunteers.