



POSITION DESCRIPTION

POSITION TITLE:	Assistant Youth Director and Young Adult Coordinator	PREPARED BY:	Dr. Jay Howell
MANAGER TITLE:	Director of Youth Ministries	DATE OF PREPARATION:	Oct 2023

POSITION SUMMARY

Briefly describe the overall purpose of the position.

The Assistant Youth Director and Young Adult Coordinator will serve a) with the Director of Youth Ministries in all aspects of ministry with middle school and high school aged youth, both already connected to our church and within our community, with the mission of growing a ministry that, in partnership with families, nurtures faith in Christ and love for his church and b) with the Associate Pastor for Missions, Outreach, and Fellowship in coordinating outreach and fellowship among current college students and young adults (ages 18-30) who grew up at SHPC or live in the neighboring community.

ESSENTIAL POSITION RESPONSIBILITIES

1. Youth Ministries:

- a. Under direction of the Director of Youth Ministries and in partnership with the Youth Ministry Committee, develop and execute a ministry that nurtures faith in Christ and love for his church among youth in our church and within our community.
- b. Weekly presence and leadership at main youth-related programming (e.g. Sunday mornings, Sunday evenings)
- c. As directed by Director of Youth Ministries, assist in recruiting and empowering lay leaders and volunteers for appropriate discipleship, supervision, and support of youth and youth events.
- d. Regular and appropriate relational presence in the lives of our youth and their families.
- e. Youth-related ministries are intended, on average, to comprise roughly 75% of responsibilities.

2. College and Young Adults:

- a. In coordination with Associate Pastor for Missions, Outreach, and Fellowship and the Congregational Life Committee, coordinate outreach and fellowship efforts for young adults and promote deeper engagement and assimilation into the worship, discipleship, fellowship, and service ministries of SHPC.
- b. Initiate and develop relationships with college students who had grown up at SHPC and currently attend college, whether at UTK or elsewhere.
- c. Initiate and develop connections with campus ministries at UTK, especially UKirk, and at Maryville College.
- d. Initiate and develop relationships with young adults (under age 30) who had grown up at SHPC and currently reside in the Knoxville area.
- e. Initiate and develop outreach and fellowship efforts for undergraduate students, graduate students, and other young adults who currently reside in the neighboring community
- f. College and Young Adult-related ministries are intended, on average, to comprise roughly 25% of responsibilities.

3. General:

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- a. Demonstrate a living faith in Jesus Christ.
- b. Serve alongside other SHPC staff with excitement, humor, excellence, and integrity.
- c. Weekly presence and eager participation at Sunday worship, as well as occasional worship leadership (e.g. as a liturgist or Scripture reader).
- d. Weekly presence and engagement at SHPC Staff meetings.
- e. Abide by all SHPC Policies, especially Safe Sanctuary policy.

4. Other duties as assigned

POSITION SPECIFICATIONS

Specify the minimum requirements needed to effectively perform this position. These requirements should be position specific (not incumbent specific) and related to essential functions only.

Minimum Education: Select one of the following and indicate the required discipline/field of study (if applicable):

	Education Level	Discipline/field of study:
	No Requirement	
X	High school or equivalent	Required
	1 year of education beyond H.S.	
	2-year degree	
X	4-year degree	Preferred
	Graduate degree	

Minimum Knowledge: Indicate the specific task and/or knowledge necessary to perform this position at a minimum satisfaction level. (Focus on the task, not the method.)

- A living faith in Jesus Christ and passion for serving the church.
- A Biblically oriented, relationship-driven servant with a heart for ministry and for students.
- Willingness to recruit and empower a dedicated group of youth leaders and volunteers.
- An attentiveness to his/her own spiritual, physical, and emotional well-being.
- An eagerness to initiate and develop relationships in various ages and stages of life (spanning 6th-12th grade among youth and roughly ages 18-30 among college and young adults).
- Ability to maintain appropriate boundaries and conduct among college students and/or young adults who may be around the same age.
- Familiarity with a Presbyterian or Reformed background preferred, but willingness to learn and serve in a Presbyterian context required.
- Ethical conduct.
- Stress management and composure.
- Teamwork orientation, and willingness both to lead and to serve.
- Proficiency in various computer software programs including: Microsoft Office (Excel, Word, Access), database management and other church business applications.

Minimum Experience: Indicate the minimum number of years of experience that would be required. Include specific position experience, if any (e.g. 3-5 years of ministry experience).



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- No direct ministry experience required, though preferred.

This position description is designed to provide guidelines and direction for accomplishing church and individual goals and objectives. It covers the essential responsibilities and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All position duties and responsibilities must be performed within the guidelines of the Church Employee Handbook as well as established policies and procedures.

PHYSICAL REQUIREMENTS

List all physical demands of the positions (e.g. lifting, carrying, bending, reaching, and the estimated weight of objects, if applicable)

Must be able to navigate throughout the building. Must be able to hear and communicate well. Must have good eye-hand coordination and finger movement for use in computer software programs. Must be able to lift approximately 20 pound boxes holding supplies, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL INFORMATION

Provide any additional information that you feel would be important in describing this position, the environment in which it operates, or changes that may be pending.

Notice: The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES

EMPLOYEE SIGNATURE

PRINTED NAME

DATE

MANAGER SIGNATURE

PRINTED NAME

DATE