

Job Title:	Youth Coordinator	Job Category:	Exempt
Location:	Next Gen	Department:	Youth Ministry
Reports To:	Director of Youth	Position Type:	Full - Time
Prepared By:	Human Resources	Travel Required:	N/A
Prepared Date:	January 2006	Revision Date:	July 2022

Summary

To enhance the overall youth ministry by performing the following duties:

Essential Duties and Responsibilities

(Other duties may be assigned)

- Assist Director of Youth with office administration
- Plans socials and worship programs
- Coordinate advertising of youth programs/events with Ministry Advancement.
- Schedule facilities as needed for programs/events.
- Solicit adequate parent volunteer supervision for events.
- Prepare and make available program information.
- Monitor the use of equipment and facilities.
- Evaluate the effectiveness of programs and/or events and identify areas where improvement is needed.
- Record information on and prepare reports concerning youth programs/events, costs, number of participants, and equipment and facility use.
- Provide support and guidance to youth as needed.
- Communicate with youth, parents, and organizations that represent youth to determine needs and interest of youth.
- Recruit, train, and oversee volunteers.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality - Is consistently at work and on time. Ensure work responsibilities are covered when absent. Arrive at meetings and appointments on time.

Computer Skills – Working knowledge of Microsoft Office Products.

Customer Service – Manage difficult or emotional customer situations. Respond promptly to customer needs. Solicit customer feedback to improve service. Respond to requests for service and assistance.

Dependability – Use time appropriately and wisely. Follow instructions and responds to management direction. Accept responsibility for own actions.

Design – Generate creative ideas for teaching styles and solutions to problems. Translate concepts and information into images. Use feedback to modify designs. Apply design principles. Demonstrate attention to detail.

Diversity – Demonstrate knowledge of EEO policy. Show respect and sensitivity for cultural differences. Educate others on the value of diversity.

Ethics - Inspire the trust of others by keeping commitments and working with integrity and ethically. Uphold organizational goals.

Interpersonal Skills – Create and maintain a climate of respect and fairness for all students. Focus on solving conflict, not blaming. Maintain confidentiality. Listen to others without interrupting. Keep emotions under control.

Mathematical Skills – Ability to apply concepts of basic mathematics. Present numerical data effectively.

Oral Communication – Ability to communicate primarily in English. Speak clearly and persuasively in positive and/or negative situations. Listen and gets clarification in order to respond to questions.

Planning/Organizing – Prioritize and plans work activities. Plan for additional resources. Set goals and objectives. Develop realistic action plans.

Problem Solving – Identify and resolve problems in a timely manner and demonstrates the ability to develop alternative solutions. Gather and analyzes information in order to develop alternative solutions. Work well in group problem solving situations.

Professionalism - Approach others in a tactful manner by showing respect and consideration regardless of status or position. React well under pressure by keeping emotions under control.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Safety and Security - Observe safety and security procedures. Report potentially unsafe conditions. Use equipment and materials properly.

Technical Skills - Assess own strengths and weaknesses. Pursue training and development opportunities. Strive to continuously build knowledge and skills. Share expertise with others.

Teamwork – Balance team and individual responsibilities. Exhibit objectivity and openness to others' views and ideas and is willing to try new things. Give and welcomes feedback. Contribute to building a positive team spirit. Put success of team above own interests. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.

Written Communication – Write routine reports and other correspondence clearly and informatively and can vary writing style to meet needs. Edit work for spelling and grammar. Able to read and interpret written information, primarily in English.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor’s degree (B.A., B.S.); at least three years of experience and/or training that is directly related to the duties and responsibilities specified. Requires knowledge of Christian principles and youth ministry. .

Licenses/Certifications

CPR and First Aid Certified.

Spiritual Commitment

All employees are expected to commit to Christ and to the philosophy, ministry, and vision of OCBF and to help the church to meet the spiritual, social, emotional, and physical needs of the church family.

Members are asked to commit to:

- Consciously pursuing spiritual growth by participating in the vital experience of the church (Education, Fellowship, Outreach, and Worship).
- Faithfully give at least 10% of their income to the ministry of OCBF.
- Faithfully serve in one of the ministries of the church in a volunteer capacity.
- Agree to read and function under the guidelines and authority of the Church Constitution and By-Laws.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____