

**First United Methodist Church of Glendale
7102 North 58 Drive
Glendale, Arizona 85301**

Position Recruitment:

Position Title: Youth Director.

Employee Type: Part-Time
Time Requirements: Ten (10) hours per week.
Closing Date: February 5, 2010

Position Overview:

The successful Candidate will primarily be responsible for the Youth Ministry of the First United Methodist Church of Glendale Youth Program ages 6th through 12th grades and shall become accountable to The Youth Leadership Team, The Staff-Parish Relations Committee of the local Church, and the Senior Pastor.

Job Description:

The Youth Director shall

1. Supervise Junior and Senior High School U.M.Y programs, providing vibrant social, recreational, religious activities, and service opportunities.
2. Provide guidance and assist youth in forming a Youth Council and serve as the adult adviser for the Council.
3. Encourage and promote youth participation in conference programs, conventions, community service Mission Outreach, camping, and church organizational committees.
4. Arrange for regularly scheduled youth participation in worship services.
5. Attend all church council meetings and make a monthly written report to the Youth Leadership Team
6. Maintain a current database of youth attending youth programs and advancement of said youth.
7. With the approval of the Youth Leadership Team advise the Youth Council and develop a financial budget following basic accounting practices while monitoring the youth restricted funds.
8. In conjunction with the Youth Council and approval of the Youth Leadership Team and the Finance Committee plan fundraising activities.
9. Youth Director shall perform other service not included in this description as may be required for the success of the Youth Program with input and direction from the Youth Leadership Team and the Staff-Parish Relations Committee.

Candidacy Requirements:

1. Must be a Christian and strive to live by Christian Values.
2. Must attend First United Methodist Church of Glendale worship services regularly.
3. Must be bondable and pass a drug test.

Working Conditions:

1. The First United Methodist Church of Glendale shall provide a work place, telephone, and the availability of a computer if necessary.
2. To promote efficient and effective management of the responsibilities of the Youth Director, use of Church office equipment is available.
3. The Church shall provide limited secretarial support to assist in the implementation of these responsibilities.

Desired Qualifications:

1. **Strong oral/written communication and collaboration skills.**
2. **Strong organizational and time management skills.**
3. **Strong social skills with Parents and youth of various ages.**
4. **Experience in advanced computer and social networking.**
5. **Educational experience in Christian youth/childhood development.**
6. **Financial and budgetary acumen.**
7. **Strong leadership skills and the ability to work well with others while performing multi- level tasks.**
8. **Basic knowledge of the First United Methodist Church of Glendale's Committee and Organizational Structure.**