

Glenkirk Church
POSITION DESCRIPTION

POSITION TITLE: Youth Ministries Assistant Director
DEPARTMENT: Youth Ministries
SUPERVISOR: Youth Ministries Director
STATUS: Full-time, non-exempt, 35 hours per week
LOCATION: Non-Remote other than contact work and meetings

POSITION SUMMARY: The Assistant Youth Ministries Director supports the Youth Ministries Director in planning and executing ministries/programs, building relationships with middle and high school students and their families, and recruiting, training and deploying volunteers.

ESSENTIAL FUNCTIONS:

Weekly Student Services:

- Plan and execute dynamic weekly programs in conjunction with the Youth Ministries Director that reach youth into a greater relationship with Jesus and one another.
- Assist in weekly youth service leadership and execution, including technical and worship support.
- Assist in creation and implementation of curriculum for small groups, messages, and Bible studies to facilitate growth in Christ and community.

Volunteer/Parent Coordination:

- Assist the Director in the oversight of volunteer teams through (1) support in training for youth and adult volunteers, (2) scheduling, communication, and equipping, (3) providing regular care, follow up, and coaching for all volunteers, and involving, informing, and giving voice to parents in Youth Ministries.

Event Coordination:

- Assist the Youth Ministries Director in the oversight of all youth ministries, and some family ministry events.
- Help plan, lead, and execute programming. fundraisers, larger events, summer camp, and other events as they apply.
- Responsibly steward the youth budget.
- Be an advocate of Youth Ministries by supporting and attending services, events and programming as need and availability allow.

Middle School and High School Ministry:

- Provide strategic leadership to middle school and high school ministries under the oversight and vision of the Youth Ministries Director.
- Assist in the implementation of content, curriculum, and events to help best serve and disciple middle and high school students.
- Plan, execute and oversee middle and high school events and ministry programming under the supervision and vision of the Youth Ministries Director.
- Create plans and programming to separate and launch separate services for middle and high school students.
- Prepare and present programming (Sunday and Wednesday as scheduled) for youth.
- Oversee youth events, small groups, and other curriculum.

Community Engagement

- Actively seek to be present among the wider church community.
- Facilitate relationship and community between adults and students in the church.
- Actively build relationships within the Glenkirk community.
- Teach, assist, and support at Christian Clubs in Glendora and other neighboring school districts as they are created.
- Create relationships with students in attending community events, including graduations, awards ceremonies, sporting events, and other gatherings as needed.
- Participate in all staff meetings, youth ministry committee meetings, retreats, missions, and church activities as needed.

QUALIFICATIONS:

- A personal and mature faith in Jesus Christ as Savior and Lord.
- A commitment to a Christian worldview and obedient discipleship.
- Active support of ECO's Essential Tenets.
- Appreciation for Reformed theology and Presbyterian polity.
- Emotional health.
- Spiritual gifts of leadership, teaching, administration, evangelism, and pastoring.
- Understanding of youth culture and social complexities.
- Proven and effective communication skills.
- A valid driver's license and a clean driving record.
- Appreciative of a collaborative team ministry.
- A teachable heart and humble spirit.
- A robust sense of humor.
- Bachelor's degree in a relevant field.

PHYSICAL REQUIREMENTS:

- Capacity to sit or stand for extended intervals during events, administrative desk work, or long travel trips.
- Ability to lead and participate in high-energy games, outdoor sports, team-building exercises, and camp activities alongside youth.
- Frequent standing, walking, bending, stooping, kneeling, crouching, and climbing stairs to navigate church facilities, campgrounds, and event venues.
- Ability to lift, carry, and move items ranging up to 50 pounds on an occasional basis.
- Transporting youth ministry supplies, setting up and tearing down tables and chairs, unloading luggage for retreats, and managing recreation equipment.
- Capable of driving personal or church vehicles to transport students.
- Stamina to endure long days, irregular hours, late nights, and overnight stays during multi-day youth retreats, summer camps, and mission trips.
- Visual and auditory acuity necessary to maintain a constant state of alertness for student supervision, ensuring safe environments during indoor and outdoor activities.

WORK ENVIRONMENT:

- The role often requires moving between indoor office settings, classrooms, and outdoor or community locations for events.

COMPENSATION STRUCTURE:

- ☐ Salaried ☒ Hourly

- Overtime Eligible ☒ YES ☐ NO
- Pay range: \$18.50 - \$25.00/hour

AT-WILL EMPLOYMENT STATEMENT:

- Employment with the church is at-will and may be terminated at any time, with or without cause and without notice, subject to applicable law.

DISCLAIMER:

- This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may change as needed or at the request of the Youth Ministries Director.