

FIRST UNITED METHODIST CHURCH
English Director of Youth (DRAFT)
Updated Draft on September 14, 2017

Under the supervision of the First United Methodist Church of Honolulu (FUMC) Senior Pastor, the youth director is responsible for working with volunteers, parents, and FUMC staff to foster authentic discipleship among youth through relationships, biblical teaching and creative programs. The Director of Youth works an average of 5-7 hours per week. Specific responsibilities:

Essential Duties:

- Building relationships with the youth, including youth not yet active in the youth group.
- Facilitating weekly meeting to teach the Bible and facilitate fellowship, usually on Sunday
- Planning and implementing age-appropriate activities for Middle and High School age youth that promote community through fellowship, fun and faith development. Examples include, but are not limited to, small group Bible study, service projects, local outreach, short-term missions, musicals and dramatic presentations.
- Recruiting, training and supporting volunteer leaders for this ministry.
- Coordinating and teaching Confirmation classes in partnership with the senior pastor.
- Other responsibilities as arranged with the senior pastor
- BONUS: Musical ability is helpful, especially in leading praise during worship and dance.

ESSENTIAL QUALIFICATIONS:

- Familiarity with, and passion and enthusiasm for, communicating and creating Christian programming in a United Methodist Church context.
- Strong interpersonal, communication, and relationship skills.
- Previous experience working with children and youth.
- Ability to organize and prepare programming.
- Working knowledge of office equipment such as AV equipment, computers, photocopiers, and telephone systems.
- Proficient in computer PC operations, including Microsoft Office, website content management, cloud storage programs (such as Dropbox), Facebook, and other social media programs and applications.

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.

While performing the duties of this job, the employee is regularly required to handle objects, tools, or controls and talk & hear. The employee frequently is required to stand, walk, sit, and reach. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Full range of vision abilities is required by this job (close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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.