



## *The Diocese of Olympia* Position Description

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**POSITION TITLE:** Youth Ministry Coordinator

**STATUS:** Part Time, non-exempt, 75% FTE; benefits eligible

**REPORTS TO:** Valerie Reinke, Canon for Faith Formation: 35 & Under

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### **POSITION PURPOSE:**

The Youth Ministry Coordinator (YMC) is responsible for administering and delivering events for teens (grades 6-12) in the Diocese of Olympia and for supporting Youth Ministry Leaders through programs, resources and consultation. By convening youth from around the diocese, the YMC endeavors to create an inclusive and welcoming Christian experience that allows youth to explore their own faith and develop a supportive community.

### **DUTIES:**

1) Plan & Implement Youth Events:

- Schedule programs, facilities, and volunteers as required.
- Supervise and lead events for youth.
- Recruit, train, and oversee volunteer staff.
- Manage risks appropriately and address conflicts and issues as they arise; involve others as needed.
- Facilitate the Diocesan Youth Council (teens) in planning and involvement.

Youth events currently include:

- A fall and spring High School Retreat (HYC)
- A fall and spring Middle School Retreat (JYC)
- Launch – A day-long event for graduating High School seniors (June)
- 6-Day Summer Camp – Week-long high school camp at Camp Huston (July)
- Youth Creation Care Pilgrimage (YMC is a planning team member) (August)
- Connect – Annual Youth Ministry Leader retreat
- Other youth events outside of the Diocese: Episcopal Youth Event (EYE) – once every 3 years; General Convention – once every 3 years
- Diocesan Youth Council – meets 3 times/year
- Youth participation at Diocesan Convention (October)

2) Administer:

- Prepare a long-range plan for youth events.
- Prepare and manage the youth ministry budget.
- Prepare financial and program reports.
- Ensure that all events are implemented according to Diocesan policies and requirements.
- Curate resources for youth leaders and keep the website current.

- 3) Attend regular Faith Formation Team Meetings and collaborate by:
  - Updating team members on upcoming issues, items, and training.
  - Contributing to the Faith Formation e-newsletter.
  - Helping plan “Better Together,” the annual Faith Formation mini-conference.
- 4) Promote:
  - Ensure that youth and congregations are aware of and have been given ample time to incorporate Diocesan events into their schedules and congregation life.
  - Use website, email, social media, and print for advertising of youth programs.
  - Work collaboratively with the Communications Department to assist with promotion and integration with other Diocesan communications.
- 5) Participate as a member of the Office of the Bishop – including monthly staff meetings, in-service trainings, and annual retreats.

#### **QUALIFICATIONS:**

- 5 years or more of direct, hands-on, youth ministry
- 3 years or more of coordinating youth ministry events
- B.A. or B.S. in a related field preferred
- Computer skills including Word, Excel, WordPress, Publisher, PowerPoint and other relevant software

#### **REQUIREMENTS:**

1. A deep sense of calling to youth ministry and understanding of the Episcopal faith and traditions
2. Analytical and problem-solving skills
3. Decision making skills
4. Team building skills
5. Effective verbal, presentation, listening and written communications skills
6. Strong safety, situational awareness, and risk assessment skills
7. Effective negotiation and mediation skills
8. Certification and training programs: Safeguarding God’s Children, Safeguarding God’s People, Intercultural Competency, College for Congregational Development, background check, and CPR/First Aid certified (can be certified after employment); Teen Mental Health First Aid certification helpful
9. Ability to lift and carry 50 pounds, and climb stairs
10. Overnights, weekends, and some week-long commitments with long hours required

**SALARY & BENEFITS:** Salary \$36,000-\$37,500 DOE. Benefits include health insurance, vacation & sick leave, short-term disability, and more.