**Principle Function**
Assist WEUMC Youth Ministry through support, leadership, planning, relationship building and teamwork. Work closely with Youth Minister, as well as other staff and lay leadership and volunteers.

**Regular Duties**
- Be in relationship with youth and families.
- Help with planning, calendaring, evaluating, etc. all activities of the ministry.
- Help coordinate and lead Youth Sunday School
- Coordinate & lead Sunday night programming: serving locally, preparing curriculum and meal coordination for small groups, communication and scheduling
- Work with and support youth volunteers, building teams to lead ministry.
- Participate in and help lead (unless it conflicts with school requirements), other activities/events of the Youth Ministry, including: trips/retreats, mission trips, fundraisers, church league basketball, Youth Sunday, etc.
- Devote time to contact with youth/families outside of church events, such as attending games/concerts, eating lunch on campuses, family events, etc.
- Help with communication via website, social media, print, etc.

**Other Duties**
- Participate in worship as needed.
- Available to the congregation before and after services as other duties allow.
- Make pastoral visits and provide support to youth when hospitalized/in need.

**Learning Covenant**
Will collaborate with Youth Minister for Youth at the beginning of employment, to create a position that not only includes the responsibilities above but is also a learning experience for the intern. Will create an environment for the intern to explore different areas & ministries of the church related to his/her gifts, interests, school requirements, etc.

**Meetings**
- Youth Council
- Staff Meeting and Ministry Table (optional)

**FLSA Classification** – Part Time, Non-Exempt

**Skills and Knowledge Required**
Ability to work with parents, youth and volunteers
Strong communication and teambuilding skills
Model spiritual formation and strong faith.

**Support Structure**
Responsible to the Youth Minister, to the Pastor of Spiritual Formation and to the Staff Parish Relations Committee.

*April 2017*