

First Congregational Church of Essex Junction
Christian Youth Leader
Job Description

Position: "Part-time" as defined in the *Personnel Policies*

Supervisor: Senior Pastor

Position is supported by: Senior Pastor, Christian Education (CE) Committee, and Human Resources Committee

Position Description:

Primary responsibility programming for youth in 6th-12th grade in support of the mission, vision, and values of the First Congregational Church of Essex Junction (FCCEJ).

Job Requirements:

- Prior work with youth, preferably grades 6-12
- A Christian faith and genuine interest in working with youth
- Work week includes Sundays
- A demonstrated ability to support and work with youth, parents and volunteers
- Proficient in Microsoft Office
- Collaborative spirit and ability to work with a broad range of people, including pastoral and administrative staff, committee leaders and other volunteers
- Ability to listen to and communicate effectively with others
- Strong organizational skills
- Clear Results of a Background Check

Programmatic Responsibilities:

- Continue to develop the Youth program
- Recruit and train volunteers to support the Youth programs
- Organize and participate in youth programs and activities
- Engage with youth to participate in FCCEJ-based programs and encourage spiritual growth
- Schedule and train youth staffing the Nursery
- Keep volunteers, parents, congregation abreast of pertinent information via email/phone/mail, bulletins, newsletters, website, social media, etc.
- Participate in continuing Christian Education activities
- Work with CE Committee, pastors, and staff to accomplish the long and short term goals of the CE Committee. Carry out projects and decisions made by the CE Committee to strengthen and enrich the education and experience of children in youth ministry and work cooperatively with staff and Church leadership to fulfill the mission of the Church

Administrative Responsibilities:

- Attend church staff meetings and CE meetings
- Maintain a budget for areas of oversight, and work with the Senior Pastor and Christian Education Committee during the annual budget process to indicate financial resources needed for the adequate performance of the work.
- Maintain attendance records and monitor/review class sizes
- Organize and conduct a minimum of two (2) Youth Group fire drills per year
- Learn and abide by Safe Church policies.
- Maintain record of youth/parent contact information and calendar of events
- Coordinate background checks on all volunteers working with youth
- Purchase necessary books and supplies, and keep detailed records of activities
- Participate in performance review process as outlined in Personnel Policies

Mission and faith identity support:

Applicants should demonstrate full support of the mission, values, and faith orientation of the First Congregational Church of Essex Junction, UCC and the United Church of Christ as a welcoming, historic, and progressive Christian faith community. The applicant will unreservedly support the church's identity as an Open and Affirming (i.e. LGBTQ+ affirming) congregation.

Compensation:

Hourly Rate: \$18-22 hour based on experience for expected work hours of 20-25 hours/week with reduced responsibility during summer months.

FCCEJ is an open and affirming church, serving all in the spirit of Christ.

Resume and Cover letter to: welcome@fccej.org