



Working Title	Youth Ministries Assistant
Ministry Area	Discipleship
Reports To	Director of Youth Ministries
Type of Position	Hourly: 8 hours/week on average; Non-exempt
Position Objective	<p>This position is a part of a team of New Creation United Methodist Church (NCUMC) whose Vision is to share the good news of Jesus Christ so that all people become His followers transformed by His love. As a member of the staff team, each position is an integral part of how the Vision is projected and accomplished. Employees will perform their duties in such a way that others may encounter the good news of Jesus Christ through their attitude, service, and performance of daily tasks.</p> <p>The Youth Ministries Assistant is responsible for providing support to the Director of Youth Ministries with programs for youth 5<sup>th</sup> – 12<sup>th</sup> grade and young adults. The Assistant is present at all youth activities, assists with planning and performs administrative tasks as directed. The Assistant develops and maintains effective collaborative relationships with volunteers and staff.</p>
Responsibilities include but are not limited to:	<ul style="list-style-type: none"><li>• Attend regularly scheduled activities on Sundays and throughout the week serving as a second adult presence.</li><li>• Assists Director with planning and event logistics which may include purchasing snacks/foods, ordering materials, gifts, and the like.</li><li>• Maintain a system for sending birthday cards/notes to youth each month. Cards are sent a week prior to birthday.</li><li>• Maintains several spreadsheets containing youth/family contact information.</li><li>• Assists Director with designing/developing communication tools for individual messages to students and/or announcements to the church.</li><li>• Adhere to Safe Sanctuaries Policy.</li><li>• Completes timesheets for supervisor approval according to submission schedule.</li><li>• Transports youth of off-site activities as needed.</li></ul> <p>Duties will vary widely based on program needs at the time.</p>
Required Knowledge, Skills, and Abilities	<p>Excellent oral and written communication skills. Proven ability to effectively organize information and material and track a large quantity of details over time. Ability to work independently. Knowledge of effective leadership with youth and young adults. Ability to create spreadsheets, documents, and PowerPoint presentations using Microsoft Office Suite. Satisfactory results on criminal background check.</p>

Preferred Knowledge, Skills, and Abilities	Ability to lead Bible Study and/or small group meetings for youth.
Education or Training	Associate degree or equivalent experience.
Level and Type of Experience	Experience working with youth/tens and the ability to serve as a positive role model in their spiritual journey.
REQUIRED	Must be at least 18 years old with a valid driver's license and insurable driving record.
Hours of Work	Sundays and varied other times for events including weekends and evenings. Approximately 8 hours/week on average.