



YOUTH MINISTRIES COORDINATOR JOB DESCRIPTION

Ministry Area: Community Outreach

Reports To: Community Outreach Director

Essential Duties and Responsibilities:

The Youth Ministries Coordinator will develop, implement, and direct the youth development and ministries program of the Henderson Settlement.

The Mission Youth Ministries Coordinator shall:

- Enhance the spiritual, physical, emotional and social lives of the children and youth
- Identify community youth desiring improved opportunities and life skills
- Develop trusting relationships with community parents and mentors to enable and support youth development
- Identify and obtain human and financial resources to successfully execute required programming
- Establish and maintain current metrics by which the effectiveness of the youth development program is measured
- Act as an ambassador of the Settlement youth program, effectively communicating the successes, challenges and opportunities
- Establish, maintain, and deliver a schedule of activities that directly links to the stated objectives of the youth development program
- Meet all Settlement, Federal, State and local requirements to ensure the physical and emotional health of the youth and adults participating in the youth development programs
- Develop and maintain good working relationships with local schools, organizations and government agencies involved in the support and development of community youth
- Maintain a safe and clean environment in the youth facilities
- Identify and apply for grant opportunities supportive of our youth program design and stated objectives
- Coordinate group events and oversee all volunteer involvement in Settlement youth programming
- Speak to churches and other groups promoting Henderson Settlement
- Carry out all other duties as assigned

Qualifications:

- Commitment to God in Christ and a respect for and understanding of the ministries of the United Methodist Church.
- Spiritual maturity and comfort with the language and essentials of the Christian faith.
- Willingness to work with the Settlement's mission and vision and to honor United Methodist theology, social principles and practice

- High ethical standards
- Demonstrated ability and willingness to confront any practice not in the best interest of participating youth, including compliance with Settlement policy and any grant or Federal, State, or local legal requirements
- Demonstrated experience and a track record of success in development of outcome-focused youth development programming
- Well-organized and self-directed individual with a heart for the outreach ministries
- Intelligent and articulate individual who can relate to people at all levels
- Demonstrated ability to work effectively with teams, both in the leadership and participant role
- Ability to devise and carry out data collection and analysis methodology to demonstrate the progress of programs
- Ability to produce clearly written documentation for technical and non-technical audiences
- Ability to speak persuasively and confidently to large and diverse audiences
- Proficiency with Microsoft Windows and Microsoft Office, as well as widely used social media platforms

Experience and Education:

- Bachelor's degree in relevant field; two or more years experience; or equivalent combination of education and experience
- Practical experience in development and delivery of results-oriented youth programming
- Theology degree and/or ordained minister status is preferred

Expectations of Employee:

- Exemplify the highest standard of Christian faith and morality in your job
- Adhere to Henderson Settlement's Policies and Procedures
- Communicate regularly with supervisor to review plans, discuss results and eliminate barriers to successful delivery of role expectations
- Act as a role model within and outside Henderson Settlement
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently meet deadlines negotiated and set with supervisor
- Maintain a positive and respectful attitude

TO APPLY FOR THIS POSITION PLEASE SEND RESUME AND COVER LETTER TO

hr@hsumc.org

or contact our HR office at

606-337-3613 Ext 318