

Job Description
Children and Youth Director
Roberta Church
Concord, North Carolina
(Revised 10.04.23)

A. Skills/Gifts/Requirements

- A person committed to Christ and His Church with a passion for working with children/youth
- Ability to work Sunday morning, Sunday evening (every other Sunday) and/or one (1) evening weekly, plus other times for special occasions such as Vacation Bible School, Fall Festival, Christmas and Easter children's events. On average 20 hours per week. Some weeks will be far less than 20 hours, some will be more than 20.
- High level of initiative in identifying needs and requirements and determining methodology to accomplish desired results
- Excellent organizational and communication skills
- Self-motivated individual with the ability to manage own time appropriately
- Ability to recruit, motivate, lead and train volunteers
- Ability to work with persons of all ages, especially children/youth
- Must pass background check and drug test and additional random testing as directed
- **Educational Requirements** - Must have a Bachelor's degree in Education, Child Development, Child Psychology, Christian Education or a related field. Will consider equivalent experience in lieu of education
- Must be a minimum of 25 years of age
- Must possess or obtain a North Carolina driver's license and be willing to drive the church van for youth/children activities scheduled off campus as needed.
- Must have or obtain a CPR/first aid certification within three months of employment.

B. Job Responsibilities

- Direct a comprehensive ministry program for the Children and Youth of Roberta
- Develop an effective communication plan to keep the congregation and parents informed of children and youth activities.
- Attend program committee meetings relative to children and youth on a regular basis and attend the Administrative Council meetings. The Director will have a voice at these meetings but will not have a vote.

- Establish children/youth leadership teams by recruiting members from the congregation and will ensure that everyone complies with all requirements of Safe Sanctuary guidelines
- Be available on a flexible basis dependent upon church events and calendar for the year
- Provide consultation/counseling to children, youth, and their families regarding issues of faith and life, making referrals as necessary
- Plan a yearly budget for the Children and Youth ministry

C. Miscellaneous

- The Director will work under the supervision of the Pastor and Staff/Parish Relations Committee
- The Staff/Parish Relations Committee of the church will be responsible for the following issues related to the Children and Youth Director: evaluation of the Director, changes in job description, terms of continued employment, changes in salary/benefits, mediating conflicts between the Director and other staff or the congregation and any other issues that may arise
- The Director will be evaluated after 90 days by the Staff/Parish Relations Committee and on an annual basis thereafter
- Any monies provided by the church for continuing education training must be approved by the Staff/Parish Relations Committee

D. Other Information

- Reimbursement for personal monies spent on children and youth ministry upon submission of receipts within yearly budgeted funds provided for Children and Youth ministry
- Salary evaluated on annual basis, based on performance
- Time off must be submitted to the pastor and SPRC Chair two (2) weeks in advance, except in the case of sickness or an emergency. Director is entitled to no more than two (2) paid Sundays off annually.