

**FIRST PRESBYTERIAN CHURCH
Oak Ridge, TN**

JOB DESCRIPTION

POSITION: Director of Youth and Children's Ministries

PURPOSE: The Director of Youth and Children's Ministries, in conjunction with the Christian Education Committee (CE), is responsible for planning, coordinating, and overseeing activities for youth and children (birth through High School graduation) to promote healthy friendships, spiritual development, and ministry involvement.

JOB FUNCTIONS INCLUDE:

- Plan youth fellowships (traditionally Sunday evenings)
- Attend youth fellowship events (Sundays, conferences, outings, etc.)
- Plan activities that support relationships with children (birth–age 10) and their parents
- Keep a calendar of youth and children's events and communicate those events with the congregation and the community through traditional and modern media
- Attend Christian Education Committee (CE) meetings and collaborate with the CE Committee in the planning and coordination of Sunday School and Vacation Bible School
- Keep consistent open office hours at the church
- Engage in relational ministries with youth, children, families and volunteers
- Provide spiritual nurturing through Biblical instruction, guidance, and positive role-modeling
- Provide mentoring and direction to youth on an individual basis as appropriate
- Seek to be informed of special events, concerns, challenges for children, youth and their families
- Work with the pastor and other staff members to integrate youth and children into congregational life

ACCOUNTABLE TO: Head of Staff (Pastor)

QUALIFICATIONS:

- B.A. in applicable field of study or equivalent combination of education and experience
- Experience working with youth and children
- Ability to communicate effectively
- Ability and experience in organization and planning
- Ability to work a flexible schedule, including many weekend responsibilities
- Compatible theology and understanding of First Presbyterian Church and its ministry
- Ability to maintain personal boundaries and confidentiality as appropriate

NOTE: Employment contingent upon completion of successful background check.

TERMS OF EMPLOYMENT: Part-time with an expectation of 20–25 hours per week. Non-exempt. First Presbyterian Church of Oak Ridge shall not discriminate in the hiring process on the basis of race, age, sex, color, national origin, or disability, and shall provide all applicants a reasonably equal opportunity in the hiring process.