

**Position Title: Youth Program Leader**

**Employment Status: Part Time (averages 7-8 hrs/wk)**

**FLSA: Non-Exempt**

**Salary: \$20/hour**

**Introduction:**

As the Shiloh Church Youth Program Leader, you will be responsible for coordinating, planning, and leading all youth (6<sup>th</sup> through 12<sup>th</sup> Grade) programming. You will seek, coordinate and supervise all youth and family ministry volunteers. You will create and maintain a safe, inviting, and dynamic atmosphere for learning and spiritual growth. This position requires strong adaptable leadership, administrative, and interpersonal skills for working with youth and adults/parents. We desire a long-term commitment to these programs and to our surrounding communities; promoting vitality, outreach, and growth.

**Core Responsibilities (include, but not limited to):**

**Program Coordination**

- Oversee and develop a Youth Program that guides and facilitates our youths' spiritual maturity, and deepens their relationship with Jesus Christ.
- Engage cooperatively with parents, staff, and members of Shiloh Church in our mission to make disciples of Jesus Christ for the transformation of the world.
- Support our youth's participation in the life of the church.

**Volunteer/Team Management**

- Recruit and manage volunteers for our youth/family ministries programs and events.
- Assist the youth with raising up their own leadership team through a process of spiritual gifts discovery, leadership development, and open discernment.

**Event/Planning Coordination**

- Plan and lead a variety of programs and events for youth throughout the year. These may include, but are not limited to the following:
  - Weekly
    - High School (9<sup>th</sup> through 12<sup>th</sup> grade) Youth Group on Sunday afternoons or evenings
    - Junior High (6<sup>th</sup> through 8<sup>th</sup> grade) Youth Group on Wednesday evenings
  - Annual Spiritual Growth Events for Junior High and/or High School Youth:
    - Mission Trips
    - Camping/Retreat Events
    - Fundraising Events for the Youth Program
  - Miscellaneous As Available
    - Participate in and/or host local youth community outreach/mission events
    - Attend local/regional Christian-based events (concerts, conferences, etc.)

**Education**

- Develop/Conduct lessons for junior high and high school groups respectively, to encourage deeper Biblical understanding and practical application in daily life as a Christian youth.
- Provide tools for parents/guardians, equipping them to be primary spiritual caregivers for their youth.

**Communication**

- Hold periodic in-person informational meetings with parents.
- Develop/maintain virtual communications with parents/youth via social media, email, texts, etc.

- Develop a quarterly calendar of programs and events.
- Minimize conflicts with local school calendars/events as much as possible.
- Provide necessary information to the church's Communications Coordinator for inclusion in all media.
- Immediately communicate any pastoral need situations to the Pastor (e.g. illnesses, hospitalizations, family crisis, deaths, or other situations in which youth and/or their parents may require support).

**Required Qualifications:**

- A passion for the gospel of Jesus Christ and its relation to youth
- Theological views compatible with [Shiloh Church's Statement of Faith and Practices](#)
- Strong biblical knowledge; be a growing student of the Bible
- Exemplify and teach Christian values, morals, and beliefs in all aspects of life
- Energized, organized self-starter who can implement his/her creative ideas
- Ability to communicate both orally and in writing
- Ability to establish and maintain rapport with youth, parents, staff, and the congregation
- High School Graduate
- At least 23 years old
- Education, training, and/or experience working in youth ministry
- Proficiency with the Microsoft Office Suite and social media platforms
- Budgeting and financial understanding/experience

**Supervisory Controls:**

The Youth Program Leader works under the direct supervision of the Pastor and will seek to accomplish all duties in a responsible and independent manner, keeping the Pastor informed of sensitive issues and status of programs. The Pastor will review the work of the Youth Program Leader to determine the overall success of the Youth Program and will provide constructive guidance as required. Shiloh Church's Personnel Committee (PC) serves as the staff's support group and will assist in work evaluation and compensation recommendations on an annual review basis. The PC will also hear any work-related grievances, as applicable.

**To Apply:**

A one-page resume, two letters of recommendation, and three total references are required.

- Go online to <https://theshilohchurch.org/job-opportunities/>
- Then, please email your one page resume, and two letters of recommendation to [marie@theshilohchurch.org](mailto:marie@theshilohchurch.org) and [timbugtwo@att.net](mailto:timbugtwo@att.net), OR drop off/mail to the Shiloh Church office.

**Please mail to:**

Shiloh United Methodist Church  
 Attention: Tim Boone, Chair, Shiloh Church Personnel Committee  
 210 South Main St. Shiloh IL 62269