

John Knox Presbyterian Church

7421 Amarillo Road ~ Dublin, California 94568 ~ (925) 828-1846 ~ www.jkpcdublin.com

JR. & SR. HIGH YOUTH LEADER JOB DESCRIPTION

PURPOSE:

- To help the JKPC Jr. & Sr. High Youth develop a personal relationship with Jesus Christ, grow in Christian maturity, and share Christ's love with others.
- This is a part-time, 30-hour position, supervised by the Children's/Youth Director with the Pastor as Head of Staff.
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RESPONSIBILITIES:

- Minister to Jr. High School youth by leading afternoon youth group and occasional morning Sunday School. Lead Jr. High Vacation Bible School class in the summer.
- Minister to Sr. High School youth by teaching morning Sunday School, leading evening youth group, mid-week evening Bible study, and teaching 9th grade confirmation classes.
- Plan, supervise and participate in additional social and recreational outings, including special events and seasonal retreats, as part of the youth programs. These may include: winter snow trip, beach trip, summer trips to amusement parks, and the Mexico Mission trip.
- Establish mission and service opportunities for youth and their families, including organizing and overseeing overnight mission trips.
- Initiate and be involved in one-to-one counseling and mentoring with youth at church. This may include making connections with youth off site.
- Serve as a support and resource to parents.
- Meet weekly with the Children's/Youth Director to review assigned activities, coordinate programs and events, set goals and discuss problem areas. Attend meetings with Youth Council and Youth Elder. .
- Supervise and coordinate Jr. & Sr. High Leadership Team.
- Communicate schedules, announcements, reminders to students and to leadership team (i.e. emails, text messaging, Facebook, etc).
- Be able to relate and communicate well with young people, parents, volunteers as well as the JKPC staff. Must possess ability to work in partnerships and teams.
- Demonstrate administrative and organizational skills, such as planning, scheduling, project management and event coordination.
- Encourage youth to learn about and be a part of JKPC, the Presbyterian Church, and the Church universal.
- Enable and foster student leadership skills through listening and showing respect for their ideas and concerns for the youth program

QUALIFICATIONS:

- A committed Christian who carries out duties in a caring and sensitive manner.
- Must observe confidentiality protocol; recognize their role as a leader and a role model (and that they are not in a peer relationship with the youth).
- Have a Bible education and an understanding of how to teach and relate effectively to the youth. Bachelor's degree preferred.
- Willing to give a minimum two-year commitment.
- Must possess a valid driver's license and vehicle insurance.
- Applicant preferably 25 years of age or older.
- Have an understanding of and willingness to adhere to Presbyterian polity.
- Able to participate in physical activities.
- Pass criminal and sexual misconduct background checks.

Please send resumes/questions to: Nancy Polcyn, JKPC Children's/Youth Director jkpcnancyp@sbcglobal.net