BOONTON UNITED METHODIST CHURCH

YOUTH DIRECTOR

POSITION DESCRIPTION: Youth Director

CHURCH: Boonton United Methodist Church, 626 Lathrop Avenue, Boonton, NJ 07005

STATUS: Part-time / Hourly Wage

HOURS: Approximately 10-12 hours per week (flexible schedule)

General Purpose of Position:
The Boonton United Methodist Church (BUMC) is a mid-size growing suburban church located in Morris County, New Jersey. BUMC is a fun, musical, relevant, relational, and compassionate church. In order to increase our support and outreach into the local youth community, BUMC seeks a candidate to be the new BUMC Youth Director. This position will be responsible for developing and energizing young adults in the Christian faith and to shepherd/mentor their own gifts, skills, strengths, ideas, and challenges. This position will advocate that all youth are welcome and raise congregational awareness of the needs and contributions of youth in the community.

Organizational Relationship and Supervision:
The Youth Director will consult with BUMC Pastor for spiritual and ministry guidance and report to the Administrative Board for budget and activity approvals. The Youth Ministry Committee, along with BUMC Pastor, will provide a bi-annual evaluation of the Youth Director’s performance.

Specific Responsibilities:
• Plan, develop, and implement all aspects of a balanced youth ministry to include young adults (over the age of 12) in the area of outreach. Youth Director will help determine specific time and program structure with a primary focus on connecting to and reaching out to youth and young adults in the community outside of the church.
• Recruit and train volunteers to support Youth Ministry to ensure adequate volunteer support and adult-to-youth ratios
• Publicize the activities and plans for youth in social media and on church website
• Keep records of youth participation and manage the youth ministry budget
• Communicate in a timely manner and as effectively as possible using all available resources (Facebook, email, website, bulletin boards, etc.)
• Ensure that the Conference “Safe Sanctuaries” Policy is observed in all youth activity settings
Personal Qualifications:
- Committed Christian active in a lifestyle of caring and sharing the Gospel of Jesus Christ
- Faithful in worship and personal relationship with Jesus Christ
- Student or graduate of a school of ministry or equivalent
- Self-motivated, independent, and of good character
- Ability to relate to youth and gifted in Youth Ministry and Education
- Effective communicator and organizer who can recruit and delegate
- Knowledge of Youth Ministry and Christian Education concepts and methods

Position Requirements:
This position requires a minimum 1-year commitment. Applicants must have completed and/or be familiar with “Safe Sanctuaries” training requirements. When applying, please supply references, work history, and a letter of recommendation.

For more information about the Boonton United Methodist Church, please visit our website at www.boontonumc.com and/or our Facebook page bearing our church name.