



WOODCLIFF UNITED CHURCH

5010 Spruce Drive SW | 403-249-3121
www.woodcliffunited.com

Help Wanted

YOUTH MINISTRY COORDINATOR

We are looking for a dynamic and engaging Youth Ministry Coordinator, to join our staff team part time (10 hours per week). Do you want to be a part of a fun staff team, work in a creative environment, and make a difference with young people?

The right person would be responsible for coordinating and planning various lessons, with the support of curriculum, and community activities for the youth (grades 7-12). Hours are flexible but involve Worship Service Sunday at 10 and some Friday night activities. We are looking for an energetic and flexible individual who easily connects with youth. Strong organizational skills, knowledge of the United Church, strong communication and social media skills would be considered tremendous assets.

If you are interested in this position, please submit resume and salary expectations to: woodcliffhr@gmail.com by March 23rd 2018.

Please see full job description on our website: www.woodcliffunited.com for a more detailed job description.

Position Responsibilities

- Create a yearly outline of events and topics for the ministry of youth, including youth events and Sunday sessions.
- Provide Sunday morning sessions for the youth, in conjunction with Worship.
- Plan and run 2 – 3 events per month (usually on Friday nights.)
- Maintain internal and external communication, including youth/ parent specific tools, making announcements to the congregation, updating bulletin boards, and contributing to website content.
- Act as a support person for the youth.
- Participate in the leadership of the Confirmation Classes in collaboration with the Minister.
- Develop a covenant statement with youth each fall that outlines mutual expectations of the group.
- Report on planned activities and provide a brief evaluation of activities on a monthly basis to the Christian Development Committee, as well as submit an annual report.
- Maintain communication flow with youth, parents, additional facilitators, and other church committees (eg. Outreach, Worship and Congregational Life).
- Endeavour to connect the youth to wider church opportunities at the local, provincial, and national level.
- Submit time sheets (weekly/monthly) to Payroll Clerk and expense reimbursement staff.
- Work collaboratively as part of the ministry and staff team, this could include staff meeting collaboration of planning on intergenerational services and youth involvement in regular worship.

Accountabilities

- Accountable to the Woodcliff Council through the Christian Development Committee.
- Accountable to the Ministry and Personnel Committee through a liaison person, regarding salary, benefits, position conditions, annual evaluation and assistance with interactions with other staff.

Skills and Qualifications Profile

- Be enthusiastic and creative in planning and working with youth.
- Enjoy working with both large and small groups of youth.
- Ability to create an open, inclusive, respectful and safe space.
- Be able to encourage and moderate lively and respectful discussions among the youth.
- Strong listening skills, patience, and self-awareness.
- Have strong organizational and communication skills, and place value and importance on this aspect of the position (e.g. Regular emails to parents/teens; reminder emails; timely emails about monthly events.)
- Be knowledgeable of and sensitive to United Church culture and theology.
- Encourage spirituality.
- Ability to respond appropriately in emergency situations.
- First aid and AED training is a requirement.

References and a vulnerable persons police records check will be requested.