



## Stevensville United Methodist Church

<b>Job title</b>	<i>Youth Outreach Coordinator</i>
<b>Reports to</b>	<i>Pastor</i>

### Job purpose

The Youth Outreach Coordinator serves as a member of the church staff and will direct/manage the Youth Outreach Ministries of Stevensville United Methodist Church (SUMC). With the support of the Pastor, this position's main objective is to reach and engage the youth of SUMC and make disciples of Jesus Christ for the transformation of the world.

### Duties and responsibilities

- Plans, organizes and coordinates in consultation with the Pastor and the Christian Education Committee, a goal-driven, well-rounded and multifaceted youth outreach program which includes Vacation Bible School.
- Supports the SUMC Mission by growing connections to God, to each other, to the community.
- Builds relationships with local youth, schools and community organizations to facilitate positive discipleship and service opportunities.
- Administers SUMC Safe Sanctuary screenings and adheres strictly to SUMC Safe Sanctuary policies regarding teachers and leaders in all educational ministries
- Develops and submits to the Generosity Ministry Team an annual budget for Youth Outreach ministries and oversees expenditure of the approved budget
- Attends Sunday worship services, regular staff meetings, Christian Education Committee meetings, and others as necessary or required
- Keeps congregation well informed about the church's youth outreach activities
- Respect and maintain confidentiality per the Confidentiality Statement

### Qualifications

- Ability to pass Safe Sanctuary Screening - required. See link below:
- <https://www.umcdiscipleship.org/articles/safe-sanctuaries-policies-and-guidelines-for-small-r-congregations>
- Proficient with current technology and communication tools - required
- Demonstrates professional communication skills for written and verbal correspondence on various levels - required
- Strong administrative, organizational and time management skills - required
- Experience in youth outreach activities - recommended
- United Methodist background - recommended

### Working Conditions and Physical requirements

Work involves standing and walking for brief periods of time, but most is done from a seated position.

### Work Schedule & Pay Rate

8-10 hours a week. \$15./hour

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<b>Approved by:</b>	<i>Ad. Council</i>
<b>Date approved:</b>	<i>3/25/25</i>
<b>Reviewed:</b>	