

YOUTH & FAMILY MINISTRY DIRECTOR

Job Description

Unity of Columbia

Position Title: Director of Youth and Family Ministry
Reports to: Minister
Status: Part-time
Hours: 10-14 hours per week
Pay: \$14 per hour

General Description:

The Director of Youth and Family Ministry is responsible for the spiritual education of our youth. Working together with the minister, the director implements an inspiring youth program in keeping with Unity principles. The program includes relevant curriculum, age-appropriate classroom environments, community-building activities, and a team of well-trained adult volunteers who are themselves Unity students.

Activities and Responsibilities:

- Unikids Classroom Teacher
 - Preparation
 - Create the weekly lesson incorporating Unity's teachings and principles
 - Plan snacks and activity supplies needed
 - On Sunday morning
 - Set up the Unikids room as needed with activities and snacks
 - Check their children in outside the Sanctuary
 - Provide new families with enrollment forms and a copy of our YFM pamphlet, answering questions
 - Escort their children from the service to the classroom after the Children's Moment
 - Present the lesson and activities
 - Monitor behavior issues and speak with parents as needed
 - Clean up the room after
- Children's Moment
 - Plan and present the weekly Children's Moment in the Sunday service, or coordinate volunteers to do this
- Administrative Duties
 - Social Activities
 - Working with volunteers, plan two or more family-friendly events each year
 - Financial
 - Receive request for purchasing snacks and materials from Nursery staff
 - Purchase snacks, supplies and materials needed for Nursery and Unikids

- Monitor money spent vs. budget allotted
- Oversee Nursery Director
 - Maintain communication and give support or direction as needed
- Coordinate Volunteers
 - Schedule volunteers to assist in Nursery & Unikids, recruiting and orienting new volunteers when necessary
 - Schedule a volunteer hall monitor on Sunday mornings
 - Hold a meeting with paid staff and volunteers at least once a quarter
 - Lead the Pray-In on Sunday mornings for staff and volunteers
- Administrative
 - Maintain enrollment forms for all children
 - Coordinate the yearly update to enrollment forms for all children
 - Attend Unity's weekly staff meeting, Wednesdays at 9:30 a.m.
 - Meet with the minister each week
- Communications
 - Send quarterly email newsletters to YFM staff and families
 - Submit announcements to be included in Unity's weekly eNewsletter as needed
 - Maintain the YFM bulletin board
 - Coordinate changes in the YFM web page and the YFM pamphlet with office staff as needed

Position Specifications:

- Work 10-14 hours per week, as follows:
 - 4 hours per week on Sunday (for YFM director presence during 9am service and Unikids class during 11am service)
 - 4 hours per week prep time (for Unikids class and Children's Moment)
 - 1 hour per week staff meeting, Wednesdays at 9:30 a.m.
 - 1 hour per week meeting with Minister at mutually agreeable time
 - Up to 4 hours per week for other duties as needed
- Vacation – 2 weeks paid vacation (10 hours per week) each year

Position Qualifications:

- Must be at least 25 years of age.
- Grounded in Unity teachings with a demonstrated commitment to personal spiritual growth.
- Team-oriented leadership style compatible with children and adults.
- Talent for organized thinking and action.
- Experience in youth ministry or youth education is a plus.
- Experience supervising adult volunteers is a plus.