

Trinity Presbyterian Church  
Youth Director  
Position Description  
"Go and make disciples..." (Matthew 28:19)

**Trinity Presbyterian Church in Midland, Texas is looking to fill the full-time position of Youth Director. We offer a competitive salary with medical benefits.**

**POSITION DESCRIPTION**

**SUMMARY**

Initiates, advises, plans, develops, and supervises Youth Fellowship and Discipleship programs and service opportunities for fourth grade thru senior high school age church people in order to build relationships with and among the youth, encourage leadership and spiritual growth consistent with the Reformed Tradition of the Presbyterian Church (USA), and inspire and facilitate regular participation of youth in all aspects of the life of the church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Prepares and directs Youth Fellowship program throughout the year.
- Promotes intermingling/interaction amount and integrates youth from different schools and ages in group activities that promote cohesiveness, respect and acceptance.
- Promotes service to church and community.
- Maintains weekly telephone, mail and or electronic contact with church youth and parents (includes timely submitting information to the church office for publication in church newsletter and bulletins)
- Oversees Youth Internship Ministry and utilizes interns for every aspect of youth ministry
- Maintains availability for individualized interactions. Stays involved in the lives of youth beyond church youth programs. Builds relationships.
- Plans, coordinates and leads weekly youth programs and special youth activities including annual mission trip, frequent local service projects, camps, conferences, lock-ins, fellowship, special worship programs and outreach projects over the course of a year.
  - Includes youth in each step.
  - Coordinates with supervisor and the Youth and Children Committee.
  - Prepares communication and registration materials,
  - Recruits and trains adult sponsors and supports volunteers in compliance with Church policies.
  - Arranges lodging and transportation as needed.
  - Accompanies and supervises annual youth mission trip.
  - Attends at least one Presbyterian youth summer camp or conference.
- Oversees Youth program budget and provides monthly reports to supervisor and the Youth and Children Committee
  - Leads youth fundraising efforts.
  - Handles donations, fees, and fundraising receipts in accordance with church policy.
- Maintains records of youth attendance, service and fundraising; and regularly keeps youth and parents informed of requirements, opportunities and status.
- Coordinates and participates in annual graduating Senior recognition service and reception.
- Encourages connections with youth groups throughout the Presbytery and to the greater Presbyterian Church (USA).
- Attends worship services regularly at Trinity Presbyterian Church
- Serves as an ex-officio member of the Youth and Children Committee
- Attends meetings with staff, Sessional committees and minister(s).
- Complies with Church policies, specifically regarding youth protection, adult participation and background reviews.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience:** Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read, analyze and interpret books, periodicals and journals. Ability to write reports, business correspondence and program materials. Ability to effectively present information and respond to questions from parents, youth, staff, Session and members of the church and community. Ability to comprehend, speak, read and write proficiently in the English language.

**Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to apply concepts of general business math.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer skills:** Ability to use word processing software and prepare single and mass emails.  
**Organizational Skills:** Ability to prepare work plans, organize projects, prioritize tasks, direct activities, maintain records, and manage time effectively.

**Other Knowledge, Skills and Abilities:** Ability to have a relationship with tweens and teens, but still role model as an adult, NOT their best pal. Knowledge of teen spiritual and social concerns, and skill addressing them sensitively and appropriately. Ability to integrate religious/theological lessons in appropriate youth activities. Ability to promote an atmosphere of love and acceptance for all youth.

**Other Qualifications:** Confirmed member of the Presbyterian Church (USA) or hold beliefs in accordance with the Reformed Tradition.

**If you are interested, please e-mail your resume to:**  
**[becca@tpcmidland.org](mailto:becca@tpcmidland.org)**

**or via US Postal Service to:**  
**Trinity Presbyterian Church**  
**Attention: YOUTH DIRECTOR Search Committee**  
**2800 W Louisiana Ave**  
**Midland TX 79701**