

**St. John Lutheran Church
A Congregation of the ELCA
1710 Fifth Street South
Fargo, North Dakota 58103**

Position Title: Youth Education Director

Position Type: Ministry

Purpose: To lead the planning and implementation of the education programming for the youth and families at St John Lutheran Church

Job Duties & Responsibilities:

- Work with Education committee to review the vision and goals of the education program.
- Recommend the format of offerings, options for curriculum and yearly schedule.
- Lead Education committee meetings and help drive the group in making necessary decisions.
- Determine volunteer plan for all education programs. Lead efforts to recruit volunteers to deliver content each week. Provide initial training to volunteers and all ongoing support they need.
- Handle other start of year tasks such as ordering curriculum, identifying a plan for registration, setting up classrooms, etc.
- Assist with determining monthly decorating plan for the space used for the education programs. Lead efforts in implementing that plan.
- Communicate with congregation on an ongoing basis about our education offerings. Prepare an update about youth education for the annual report.
- Seek formal and informal feedback from families to help measure the success of our education programming.
- Develop our yearly plan for Milestone Ministries. Recruit volunteers, organize content and communicate with families.
- Be the visible leader of our Education program through weekly involvement in our activities. Participation would vary but could include telling the bible story to a large group, facilitating activities for a small group, welcoming new families, or presenting milestone ministry gifts at church services.
- Work with pastors to help define plan for Confirmation program. Assist with tasks associated with confirmation as needed.
- Recommend a plan for Vacation Bible School (VBS) and work with Education committee to make decisions. Lead efforts in implementing the plan such as purchasing supplies and materials, setting up registration, recruiting volunteers, decorating and helping lead activities as needed.
- Other duties as assigned and agreed upon by the education committee or lead pastor.

Desired Qualifications:

- Passion for kids and a desire to help kids learn about the bible and grow their faith.
- Background in youth ministry, child development, education or related field. A degree is preferred, but not required
- Strong organization and planning skills
- Ability to communicate effectively with kids of all ages as well as adults
- Possess a positive, outgoing, and fun attitude
- Maintain respectful relationships with congregational members

Hours: Averaging approximately 15 hours per week
(could vary from 10-20 hrs per week depending on time of month and time of year)

Pay: \$13.50 - \$18 per hour - Depending on qualifications

Employment Standards:

Work effectively with congregational members; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

Desirable Qualifications:

Excellent organizational, planning and communication skills. Ability to build strong relationships with children and parents.

Employment Contingencies: Background check results

Congregational Accountability: Accountable to Church Council; Youth Education Board

Reports to: Senior Pastor

Fair Labor Standards Act (Exemption) Status: Exempt

Employment Status: Half-time

Full Time Equivalent (FTE): ½ time

Number of Months: 10-12

General Employment Period:

General Work Schedule: The Youth Education Director's work schedule is flexible with a requirement to be available on most Sunday mornings to coordinate the delivery of education offerings. A maximum of 6 Sundays could be taken off during the school year with approval by senior pastor. Involvement in Wednesday night education activities would also be ideal. Planning and preparation tasks could be done on a flexible schedule with work hours agreed on in advance with the senior pastor.

Equal Employment Opportunity Statement: St. John Lutheran Church is an equal opportunity employer. St. John is fully committed to equal opportunity in employment decisions, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.