

**IRVINGTON PRESBYTERIAN CHURCH  
JOB DESCRIPTION  
YOUTH PROGRAM COORDINATOR  
10 HOURS/WEEK**

Supervisor: Associate Pastor

Updated: May 2021

1. Together with Youth Team and Christian Education Committee, create and carry out a vision for the IPC youth program, include empowering, equipping, and nurturing the whole congregation to be in ministry with our youth.
2. Coordinate youth programs, meetings or retreats as well as Sunday School. This may require trips out of the local area as well as overnight stays with the youth.
3. Ensure quality balance of three components of youth ministry: study, fellowship, and service. This balance is meant to provide fun, inspiration, and spiritual commitment to the lives of the youth.
4. Report any form of abuse (physical, sexual, emotional, illegal drugs, alcohol, prescription drugs, etc.) immediately to the Associate Pastor and Head of Staff so that appropriate actions can be taken in the best interests of all parties concerned and in accordance with the law.
5. Recruit volunteers for youth programs, in conjunction with the Christian Education Committee.
6. Inform parents of any issues in a timely manner.
7. Maintain communication with all youth and parents/guardians via mail, e-mail, or telephone about all activities and meetings.
8. Provide information specifically related to youth fellowship groups for Sunday bulletin, website, newsletter, and other social media.
9. Attend Christian Education Committee meetings.
10. Subject to annual performance review with the Associate Pastor and/or Personnel Committee.