

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

April 2018

Supervisor: Associate Pastor

1. Together with the Youth Team and the 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 according to the law.
5. Recruit volunteers for the 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 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.