

**Coordinator of Youth Ministry**  
Auburn United Methodist Church  
Auburn, AL

Application Deadline: 5PM (CT) Thursday, May 2, 2024

Application Process: Submit a letter of interest with a current resume to Andrew Baird, Church Administrator via email: [jobs@aumc.net](mailto:jobs@aumc.net)

About AUMC:

Auburn United Methodist Church is located in downtown Auburn, with an invitation to come learn and be part of our mission to love God; to love neighbor; and to become a disciple of Jesus Christ. To learn about our ministries, please visit our website at [www.aumc.net](http://www.aumc.net).

About the Ministry:

Our AUMC Youth Ministry welcomes all students in rising grades 7-12. Activities are open to everyone, and visitors are welcome. The mission of the group is to build a Christ-centered community that makes God's love visible in our community and in the world. A variety of discipleship activities are offered including worship, fellowship, small group Bible studies, mission projects, and annual retreats.

Key Responsibilities:

- Coordinate and implement weekly programming in consultation with the Director of Discipleship. Organize, implement, and oversee special events. Work cooperatively with church staff and volunteers involved in programming.
- Contribute to the development of the youth ministry calendar in coordination with the Director of Discipleship.
- Develop and maintain relationships and communications with parents, including orienting new youth and families.
- Assist in recruiting volunteers, to include volunteer orientation; training; assignments; and supervision.
- Organize, staff, train, and supervise youth council for selected age groups in line with established programming guidelines.
- Coordinate safe sanctuary protocol in youth ministry programs with staff and volunteers.
- Supports confirmation class transition to youth ministry activities.

Submit activity proposals and debriefs in a timely manner with estimates; updates; final results and receipts (to include supply requests) upon conclusion in a timely manner.

### Reports to the Director of Discipleship

#### Supervision:

Supervises the work of interns and volunteers, including planning, assigning and scheduling work, reviewing work, ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, disciplinary, termination, and pay adjustments (as applicable), but does not have authority for making these decisions.

#### Physical Demands of Position:

Standing ~60%

Sitting ~40%

Lifting less than 50 lbs.

#### Qualifications:

- Prefer 2-4 years of ministry experience with youth. Will consider less experience when there is evidence of wider responsibilities in a related position.
- A Bachelor's Degree is preferred.
- Experience with programming and teaching in a youth ministry.
- Experience communicating with, and effectively addressing the needs and concerns of parents.
- Experience effectively attracting, orienting, training, engaging, and supervising interns and / or volunteers.
- A passion for ministry for youth, and their faith development. Willingness to lead faith-formation activities and support United Methodist Church's core values and perspectives. Prefer a member of the Methodist church.

- Engaging personality that includes demonstrated experience effectively working in a team environment.
- Evidence of written and oral communication skills to include supervisory; planning; teaching; and meeting environments.
- Computer skills: Microsoft Office, Outlook, Zoom, Internet; ability to operate standard office equipment – copier, scanner, printer, etc.; TV / DVD / laptop connectivity. Willingness to learn new computer / technology skills.
- Social media skills to post and message for communications, and for marketing. Knowledge and skills to monitor social media of participants when necessary, and to address issues when applicable.
- Current CPR / First Aid certification preferred. Willingness to obtain certification.
- Clean, maintain, and report needed repairs for facilities and equipment in a timely manner.
- Successful completion of a drug screening and criminal background check. Current Driver's license.
- Compliance with the policies and procedures found in the AUMC Employee Handbook.
- Other duties as assigned.