

CATHEDRAL OF THE ROCKIES

Downtown Campus
717 N. 11th St, Boise, ID 83702

JOB TITLE | Jr. High Youth Director

EMPLOYMENT STATUS | Part-time, 10-20 hours/week; \$28/hour

REPORTS TO | Family Life Pastor

SUMMARY OF POSITION |

To cultivate the spiritual formation and faith development of Jr. High students (grades 7-8) in partnership with their families, our staff, and the greater church. The Jr. High Youth Director is responsible for creating an environment that is safe, welcoming, and an engaging environment for young people of all different backgrounds and identities.

PRIMARY RESPONSIBILITIES |

- Serve as a member of the Family Ministries team (both children and youth)
- Partner with clergy and worship ministry leads to involve youth in regular and special worship services as well as the broader life of the church
- Equip and empower our staff as well as community to love and care for students
- Facilitate Jr. High youth gatherings with adult volunteers
- Work in partnership with our Senior High Ministry Director
- Be a consistent presence and connection point for families; arrive at least 30 minutes prior to the start time of Jr. High events
- Plan and coordinate trips and retreats, and participate in and encourage involvement in UMC youth activities
- Collaborate with our missions teams in identifying ways for youth to serve in the community

ADMINISTRATION |

- Create and manage the Jr. High youth annual budget
- Create regular communications in regard to Jr. High youth programming
- Ensure the adherence to Safe Sanctuary policies in Jr. High youth gatherings
- Manage Youth Ministry social media and texting service accounts for Jr. High ministry
- Work directly with the Family Life Pastor and Senior High Director to schedule routine safety trainings including but not limited to CPR and Safe Spaces

- Maximize the use of our church database management system (Planning Center) through scheduling volunteers and creating registrations/forms
- Work with the Senior High Youth Director to keep youth space tidy
- Grow a consistent database of trained adult volunteers through recruitment, interviewing, and trainings
- Other responsibilities as assigned

QUALIFICATIONS |

- Minimum of 3-5 years of experience, as well as a four year college degree
- An active desire to participate in our mission to lead both children and youth on the journey to become deeply devoted followers of Jesus
- Demonstrates strong written and oral communication skills
- Warm and welcoming personality
- Must have experience relating to families and the ability to maintain confidentiality
- Demonstrates values of empathy, compassion, and respect for all individuals
- Proactive in being a lifelong learner in either formal or informal education related to ministry position
- Strong organizational skills
- Demonstrate an understanding of United Methodist doctrine
- Proficiency in emails; easily and quickly reached through text messages or e-mail
- Background check

TRAINING PROVIDED |

- CPR and First Aid Certification
- Safe Sanctuary Training
- Youth Ministry overview and introduction
- Planning Center