



MISSION STATEMENT

The mission of St. John's Lutheran Church is to create disciples of Jesus Christ who;

CONNECT to God, **GROW** together, and **SHARE** Christ.

POSITION TITLE: YOUTH MINISTRY ASSOCIATE

REPORTS TO: DIRECTOR OF FAMILY MINISTRY

FLSA STATUS: NON-EXEMPT; FULL TIME HOURLY

DEPARTMENT: FAMILY MINISTRY

SUMMARY: The Youth (Ministry) Associate supports the Director of Family Ministries' efforts to increase the spiritual growth and biblical knowledge of youth at St. John's and in the community of Orange. In all aspects of this role, the Youth (Ministry) Associate prioritizes youth physical, spiritual, and mental well-being. Exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Assists in the planning and execution of Youth and Young Adults programming as directed by Director of Family Ministries including Bible Study nights, fun nights, retreats, gatherings, mission trips and servant events.
- Works with the Family Ministry team to identify, invite and cultivate a wide range of volunteers and Ministry Action Teams to work and lead youth programs.
- Aids in the implementation of the Confirmation program.
- Works with St. John's Lutheran School staff and faculty to develop relationships with students and their families.
- Supervises and sets up youth events and operations as needed.
- Works with the office of Strategic Services to manage digital communication including web site and social media, calendaring, risk management, and vendor relationships.
- Provides biblically based support for youth and families who are experiencing life challenges and crises.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High School degree OR equivalent.
- LCMS Doctrinal knowledge preferred.

- Must attend *Meet St. John's* and *the Discover Experience* to learn about the beliefs and history of St. John's Lutheran Church and the Lutheran Faith.
- **Interpersonal Skills** – Able to work effectively as part of a team. Ability to think creatively and 'think outside the box' while exercising close attention to detail.
- **Intermediate Language Skills** (written, verbal) – Able to effectively interact with people of all ages via email, social media and verbal communications.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Open to learning new skills and working beyond what feels comfortable to be most effective.
- **Intermediate Organizational Skills** – Intermediate organizational abilities for planning multiple priorities simultaneously, scheduling volunteers and anticipating proactive solutions to various situations. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Intermediate to Advanced Computer Skills** – Strong technical skills allowing for quick adaptation and execution of communications. Savvy with most common social media platforms and possesses an understanding of appropriate use and common practice of these tools. Ability to use internet-based applications and other industry – specific software such as Fellowship One database and Pro-Presenter presentation software.
- **Certification / License Requirements** – CPR and first aid certified.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: