

4/19

Job Description

Director of Children and Youth Ministries First Palo Alto United Methodist Church

We are a welcoming congregation deeply committed to growing a vibrant ministry. Our Director of Children and Youth Ministries should have the ideas, energy and skills to reach out and attract young people. We have room to grow! Check us out: First United Methodist Church of Palo Alto

I. Duties

- A. Develops, leads, and oversees a program of Christian education for children 0-12th grade, including: curriculum development, event/activity planning, and family outreach.
- B. Works as part of a team with senior pastor, staff, and volunteers to meet the spiritual needs of children and youth.
- C. Utilizes social and multimedia platforms to publicize and expand participation in our programs for children and youth.
- D. Coordinates with leaders of First Tongan Church and Fijian Fellowship to develop joint programming for children and youth (e.g., Vacation Bible School, youth group).
- E. Supervises nursery care attendants.
- F. Recruits, trains, and leads church volunteers working in children's ministry.
- G. Works to maintain a safe, warm, and nurturing environment for all children and youth and ensures compliance with the United Methodist Church's Safe Sanctuaries directive.

II. Qualifications

- A. Able to start and grow new youth ministries.
- B. Passionate about helping young people to grow in faith, become active participants in our church, and contribute to making the world a better place for all.
- C. Welcoming and compassionate to all.
- D. Has an understanding of the Christian faith and appreciation for the values and practices of the United Methodist Church. First Palo Alto UMC is a Reconciling congregation.
- E. Able to work collaboratively with staff, volunteers, and children.

F. Has excellent youth and adult communication skills.

G. Passes a background check required to work with children.

III. Work Schedule and Compensation /

A. This is a 32-40 hour/week position. Hours will include Sundays and church holidays but remaining hours can be flexible.

C. Compensation and benefits will be negotiated as part of the hiring process and will depend upon experience.