

**UNITED PRESBYTERIAN CONGREGATIONAL CHURCH**  
**YOUTH MINISTRY COORDINATOR POSITION DESCRIPTION**

**Primary Focus of Position:** The Youth Ministry Coordinator (YMC) works collaboratively with the UPCC Minister to plan and implement the church's youth education program which includes children of all ages. Generally, the YMC organizes the overall program, plans activities and oversight, secures volunteers to help as needed, and works as an integral part of the church staff team.

**Location:** United Presbyterian Congregational Church, 214 Vaughn Ave., Ashland, WI 54806

**The Church:** The United Presbyterian Congregational Church (UPCC) resulted from a 1943 merger between the First Presbyterian and First Congregational Churches, both originally founded in the 1880s. The congregation (currently 226 members) is privileged to worship in a well-maintained, 1897 vintage facility that is handicap accessible and has a multitude of stained-glass windows and a pipe organ. Its location in a small college town on the shores of Lake Superior provides a beautiful, unique setting and community for congregants. The church's youth ministry has grown and thrived throughout the years with creative programming for all ages.

**Church Mission:** *To experience, celebrate and proclaim everywhere, the love, justice, power and compassion of the God known to us in Jesus Christ.*

**Church Vision:** *To be a welcoming family of God that joyfully embraces the servant life in Christ.*

**Type of Position:** This is a 3/4 (part-time) position that functions year-round. On average, the job entails about 30 hours per week. The schedule is irregular and varied, with expectation of some weekend and holiday commitments. Presence at church on Sunday mornings is expected. It is also assumed that the YMC is able to provide their own personal transportation to meet the needs of work commitments. The YMC position is accountable to the UPCC Minister (as direct supervisor), as well as to the UPCC Session, the governing board which oversees all church staff. An initial probationary period of employment will be required prior to permanent appointment. Thereafter, job performance for the position will be evaluated annually.

**Essential Job Responsibilities Include:**

- Recruit and support Sunday School teachers for all youth, nursery through high school
- Implement special Sunday School programs and events
- Assist with the planning and implementation of mission opportunities for youth
- Assist with leadership and fund-raising efforts for middle and high school youth groups
- Recruit volunteers as needed to oversee and support programs
- Provide updates (newsletter articles, reports, news releases, etc.) to supervisor, Session, congregants and community regarding program offerings, needs, and successes
- Maintain database with current contact information for youth participants
- Other essential duties as time and expertise permits, and that may be deemed important for the success of the youth program

**Required Position Qualifications:**

- High School Diploma
- Proficiency in Microsoft Office and Google Suite
- Knowledge of various social media platforms
- Experience within a church community (i.e., participant, volunteer or leadership role)
- Strong interpersonal skills
- Proficient oral and written communication skills
- Ability to self-start and work independently
- Relates well to youth and is able to involve them with hands-on learning
- Ability to organize work, and prioritize multiple projects
- Ability to carry equipment, up to 25 lbs.
- Encourages and feels comfortable with being a team player
- Has passion and eagerness to share the love of God and teachings of Jesus with church youth

**Preferred Qualifications (not required):**

- Post high school education
- Experience working in youth ministry
- Teaching experience
- Experience with volunteer coordination, or planning special events

**Position Benefits and Salary:**

Wages are commensurate with experience and will range between \$16,500 and \$24,000. Prior to permanent appointment, an initial probationary period followed by an employee review will take place. Twenty hours of paid Personal Time Off (PTO) will be allotted during the first year, with an anticipated increase in PTO in successive years. Paid PTO must be taken within the calendar year, and can only be carried over into the next year with Session approval.

**Equal Opportunity:**

The United Presbyterian/Congregational Church (UPCC) provides equal opportunity in programs and employment; and is committed to maintaining a climate supportive of respect for differences and equality of opportunity. It is the policy of UPCC to provide reasonable accommodations for individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in the hiring process, contact the UPCC office at 715-682-3093. Please call 711 if you are hearing or speech impaired and need assistance.

**Criminal Background Check:**

A background check will be conducted for the finalist candidate. Employment is contingent upon the completion of a successful background check, establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.