

## YOUTH ACTIVITIES COORDINATOR

### Pullen Memorial Baptist Church

**Function:** The Youth Activities Coordinator works collaboratively with Pullen staff to plan activities to support students' spiritual formation.

**Duties and Responsibilities (approximately 8 hours per week):**

- Supports the Minister for Social Justice and Students in coordinating monthly events and summer programming to support spiritual formation with Pullen youth.
- Provides timely communication of program plans and activities to parents and youth via newsletters, emails, and social media.
- Assists and manages the funds allocated in the budget for youth programming in concert with the Associate Pastor and Youth Committee.
- Maintains records as needed.
- Performs other duties as assigned by the Minister for Social Justice and Students and Associate Pastor.

**Relationships:** Is supervised by the Minister for Social Justice and Students. Coordinates volunteers. Works cooperatively with all other staff.

**Qualifications:** Graduation with a Bachelor's Degree from an accredited college or university; at least three years of experience working with both middle school and high school youth; strong skills in communication, time management, organization, management of programs including program registration or an equivalent combination of education and experience. Prefer specialized training with conflict resolution, peer support counseling and/or behavior management.

**Selection:** Persons in authorized non-elected positions shall be employed by the Personnel Committee upon recommendation of the Pastor after consultation with the relevant supervisor.

March 30, 2023            (tasks incorporated from previous title *Minister with Youth and Their Families*)