

St. Luke Lutheran Church

JOB DESCRIPTION

TITLE: Director of Youth and Service Ministries

CLASSIFICATION: Full time – Exempt

PURPOSE:

- To lead and administrate the High School education program, related activities and events.
- To lead and administrate all of St. Luke's Social Service ministries, related activities and events.

PROFESSIONAL QUALIFICATIONS AND POSITION RESPONSIBILITIES:

Demonstrate excellent organizational, project management and time management skills with attention to detail. Coordinate a high level of activity under a variety of conditions and time constraints. Work well under pressure.

- Coordinate the high school (9-12) youth program.
- Organize, plan and lead a yearly youth service trip.
- Spearhead fundraising efforts for the larger events and service trips through youth-led fundraisers, identifying grant opportunities and individual donor contributions.
- Provide oversight, direction and leadership for annual service projects within the congregation, including several with multi-generational project teams.
- Ensure that St. Luke is compliant with all Oregon Food Bank requirements and expectations, including record keeping, regulation of refrigerators and freezers where food is stored prior to donation, and regulation of foods stored in the dry and canned goods pantry.
- Ensure that volunteers involved in any St. Luke community meal programs are up to date on Food Handler cards, training videos, and civil rights training.
- Provide oversight for community outreach/service program budgets. Seek funding for these budgets using a variety of means including applying for grants, publicity and soliciting donations from area churches and residents.
- Keep website manager advised of current and accurate St. Luke Youth and Service related postings.
- Work within established personnel policy guidelines.

Demonstrate the ability to build and foster relationships. Lead by example and collaborate effectively with diverse teams.

- Develop a compelling and comprehensive program that draws the interest of high school age youth to participate and to become personally invested.

- Recruit a team of adults who are committed to being part of the high school Sunday morning program, events, meetings and service trips. Take responsibility to mentor, support and nurture this team.
- Support parents to help enhance their high school student's faith development in the home and encourage active participation in the church family at St. Luke.
- Recruit and coordinate volunteers for church-sponsored activities & benevolence ministries including Sunday morning coffee, and wedding/memorial service receptions.
- Recruit volunteer leadership to head up smaller St. Luke service events that do not have a ministry team.

Demonstrate outstanding communication skills in a variety of contexts across all levels of staff. Demonstrate excellent computer skills. Demonstrate knowledge of social media platforms and how to use them strategically to promote the church and support our communication goals.

- Communicate regularly with fellow staff members and church leaders to seek opportunities to coordinate and integrate the youth program with all other activities within the congregation.
- Attend staff meetings and regularly connect with lead and associate pastors.
- Submit monthly Council reports, monthly/quarterly newsletter updates, and weekly communication to volunteer teams and St. Luke Youth families.
- Attend monthly Social Concerns (*oversees the benevolent giving of St. Luke to charitable organizations*) committee meetings and keep the committee apprised of the status of current service events, as well as updates on the budgets for these events.
- Serve as St. Luke's liaison to the Oregon Food Bank, attending required meetings and training events.
- Serve as St. Luke's liaison to local agencies that partner with St. Luke for community outreach/service programs.

Demonstrate progressive faith values with an emphasis on justice and inclusion. Demonstrate a personal commitment to the ongoing spiritual development of the members of St. Luke – the high school youth, those involved in Youth Ministry, and the volunteers under your guidance. Demonstrate an eagerness to learn.

- Provide opportunities and encourage St. Luke high school youth to be involved in the larger mission, ministries and activities of the church.
- Incorporate opportunities for high school students to lead in the following areas: Worship, Connect, Serve, within church, local community and in larger youth service-oriented trips.
- Ensure that the faith values of St. Luke are deeply rooted in volunteers and activities.

ADDITIONAL QUALIFICATIONS, EDUCATION and WORK EXPERIENCE

- Bachelor's degree and some experience working with youth (in volunteer or paid work capacity).
- Grant writing experience preferred.
- Must pass a criminal background check.
- All St. Luke employees are required to be fully vaccinated for COVID-19. Reasonable accommodations may be requested for disability or religious reasons by filing the Oregon Health Authority (OHA) exception form for medical or religious accommodations.

PHYSICAL REQUIREMENTS:

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting
- Physical: Sufficient mobility and stamina to supervise high school students on multi-day service trips, youth gatherings and outdoor activities.
- Vision: See in the normal visual range with or without correction.

ACCOUNTABILITY:

- This position reports to the Lead Pastor.

RELATIONSHIPS:

- Collaborates with the entire church staff, congregation volunteers, church ministries, peers within the broader ELCA Lutheran community.